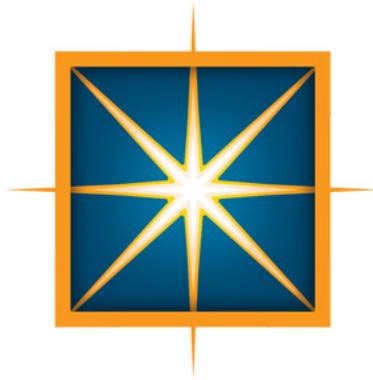


California Public Library Broadband Project



Grant Application Program

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This document is subject to change without notice.

SECTION I – GENERAL INFORMATION

Introduction

The State Library foresees a total budget for grants of no more than \$2 million in Fiscal Year 2014-2015. Awards will be given out as outlined in Section II, C. Application Review & Approval Process. To be selected, applicants must submit a grant request or requests. Once funds have been appropriated, no more awards will be made.

Of the budgeted amount, \$200,000 has been allocated to project management, leaving \$1,800,000 available. (See Appendix C.)

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.
- Have participated in the statewide broadband needs assessment in the 2013-2014 fiscal year.
- Submitted a Letter of Agency to the California State Library by Oct. 31, 2014.
- 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.

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.
- All funds for the project will be encumbered 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.

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 C to 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 November and December 2014. The grant program covers three eligible areas for funding:

- 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, 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 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.

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. (See www.californialibrarystatistics.com. Go to the State Data Key Ratios, then to Resources, then to 2012–2013 Income. See column for “Operating Income From Local Government Per Capita.”)

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, 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.

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 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.

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.
- 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.

D. 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.

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 awards are paid directly to the applying library. Ninety percent will be paid upfront. The remaining 10 percent will be paid on a reimbursement basis following completion of the project and the applicant's submission of satisfactory expense documentation.

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.

APPENDIX A-Grant Application

California Public Library Broadband Project Grant Assistance Application

ELEMENT 1: INFORMATION

Applicant Information	
1. Library Full Name	Click here to enter text
2. Library DUNS Number	Click here to enter text
3. County	Click here to enter text
4. Street Address	Click here to enter text
5. City, State Zip+4	Click here to enter text
6. Website URL:	Click here to enter text
7. Contact Name and Title	Click here to enter text
8. Contact Phone Number	Click here to enter text
9. Contact Email Address	Click here to enter text

10. Project Purpose (Please check all that apply)	
<input type="checkbox"/>	A Technology Hardware Funding covering network equipment, and equipment installation and configuration.
<input type="checkbox"/>	B Architectural and Building Funding covering building modifications necessary to install and operate the network equipment.
<input type="checkbox"/>	C Network Consulting Funding covering consultant costs associated with equipment configuration.

Project Timeline	
11. Can the project be completed by Dec. 31, 2015?	<input type="checkbox"/> Yes
12. Estimated start date	Click here to enter text
13. Estimated completion date	Click here to enter text

Project Budget	
14. Amount of grant funding request	Click here to enter text
15. Amount of matching funds	Click here to enter text
16. Total Project Cost	Click here to enter text

As an authorized representative of the library listed above, I hereby certify that the information contained in this application is true and correct. I agree to the terms and conditions surrounding use of this funding if awarded.

Signature of Library Director

Date

ELEMENT 3: BUDGET

Provide specific budget information for each project you are proposing.

- Do NOT include costs that are ineligible for grant funding, such as your own staff time.
- Column A should detail what will be purchased. Column B should list expected costs from the vendor you intend to purchase items and services from.
- Where further explanation is needed or could be helpful, use the space provided.
- Round all costs to the nearest dollar.
- 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.

Proposed Budget for Grant Eligible Project Costs	
Column A	Column B
Project Budget Detail	Project Costs
A Technology Hardware Funding	
	\$0
	\$0
	\$0
Subtotal	\$0
Explanation:	
Project Budget Detail	Project Costs
B Architectural and Building Funding-	
	\$0
	\$0
	\$0
Subtotal	\$0
Explanation:	
Project Budget Detail	Project Costs
C Network Consulting Funding-	
	\$0
	\$0
	\$0
Subtotal	\$0
Explanation:	
Total Cost of Eligible Projects (Consulting Fees, Materials, Hardware, Software)	\$0
X% Cash Match Committed by Library (May be cash or in-kind)	\$0
Additional Match	\$0
Total Grant Funding Requested	\$0

ELEMENT 4: SUSTAINABILITY

Sustainability	
Will there be ongoing costs? If yes, what will they be to continue to support this project?	Click here to enter text
Explain how you will fund and support any ongoing costs to support this project after FY 2015/2016.	Click here to enter text

ELEMENT 5: ATTACHMENTS

If you have additional resources that support your grant, please attach them after this page.

- Be sure to scan the application with attachments.

ELEMENT 6: SUBMISSION

Please submit applications to:

By Mail:

Southern California Library Cooperative
248 E. Foothill Blvd, Suite 101
Monrovia, California 91016-5525
Attn: Broadband Grants

By Email*:

Send to dsatchwell@socallibraries.org

* If you email your application, the signed original will need to be received within 7 days of the emailed application.

APPENDIX B-Eligible Expenses

Technology Funding

Access Point (Data Distribution)

- An Access Point is a base station in a wireless Local Area Network. Access points are typically stand-alone devices that may plug into an Ethernet switch or server or may provide a repeater function for wireless networks.

Antenna

- An antenna is a device for transmitting and/or receiving radio frequency signals.

Cabling/Connectors

- Cabling refers to the wires or groups of wires capable of carrying voice, video or data transmissions. Cabling provides electrical (or, in the case of fiber optics, lightwave) connectivity between points. Connectors are devices that connect wires or fibers.
- Cabling, connectors and related components used for voice, video and data transmission. Eligible components include:
 - Cable (e.g., copper, fiber, coax, twisted pair)
 - Connectors
 - Gigabit Interface Convertor (GBIC) or Small Form-factor Pluggable (SFP) device or SFP+ device
 - Jacks, panels, faceplates and wire managers
 - Network Interface Cards
 - Other cabling components necessary to transport information to the public areas of a library.

Circuit Cards/ Components

- Circuit cards and related components, such as memory modules/Random Access Memory (RAM), if they are necessary for adequate performance of an eligible component. For example, an eligible router.
- Network interface cards that are separately priced or used in eligible equipment.

Data Distribution

- Components used to transport information from telecommunication or Internet access facilities to the public areas of a library. Such components may include:
 - Access Points
 - Firewalls
 - Network Switches
 - Routers
 - Switches
 - Wireless LAN Controllers.

Fiber or Dark Fiber

- Trenching or aerial insertion for on-premises fiber installation.
- Lit or dark fiber, provided by any entity, including a non- telecommunications carrier. Dark fiber is eligible as long as applicants light the fiber immediately.
- Lit fiber—For leased lit fiber, special construction charges are eligible.
- Dark fiber—From the eligible entity up to the property line, construction costs to connect the fiber are eligible.

Network Management Software

- Network Management is a system of equipment or software used in monitoring, controlling, and managing a communications network.

Wireless Internet

- A wireless Internet access service is eligible under the same provisions as wired access to the Internet.

Architectural and Building Funding

Conduit

- Conduit and raceway including installation of conduit for network Point-of-Entry services.
- Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.

Electrical System Upgrades

- Electrical service installation or upgrades. Electrical system upgrades refer to products and services that provide, upgrade, or enhance the provision of electrical power.
- Purchase and installation of electrical panels, electrical services and backboards.

Environmental Monitoring Components

- Environmental monitoring components provide information about heat, humidity or other factors in order to provide a warning system for conditions that may affect the correct operation of equipment. For example, an environmental monitoring card is sometimes available as an optional feature of an uninterruptible power supply and is used to monitor the environmental conditions of a rack, computer room or data center.

Equipment Racks and Cabinets

- A rack is a metal supporting framework for mounting cables, equipment, and/or wires. A cabinet is an enclosure for equipment, terminating cables, connection devices, and/or wires.
- Racks are eligible only to the extent that the components they contain are eligible. A surge protector provided as an integral component of a rack or cabinet, without a separately identifiable cost can be included in the cost of the rack or cabinet but a separately priced surge protector is not eligible.

Heating, Ventilation, and Air Conditioning (HVAC)

- Purchase and installation of HVAC products and services.

Uninterruptible Power Supply (UPS)/Battery Backup

- An Uninterruptible Power Supply (UPS)/Battery Backup that protects eligible equipment is eligible as a data protection component but no funding will be provided for UPS systems that can provide continued backup power for substantial periods in excess of that necessary for basic power protection.
- The following components used for the reliable operation of a UPS are eligible:
 - UPS Interface Expander
 - Relay I/O Module.

Networking Consulting Funding

Consultant costs associated with configuring equipment.

APPENDIX C-Grant Award Amounts

Grant amounts are based on Local Income Per Capita (LIPC) level. This figure is the result of dividing Local Operating Income for the most recent period available (2012-2013), by the Population of the Legal Service Area. In addition, a Local Match is required for the two higher LIPC Levels.

The Grant Amounts are divided into three tiers, or LIPC Levels, defined as follows:

	LIPC		Grant	Local	Local	Grant +
	From	Up To	Amount	Match %	Amount	Match
LIPC Level 1	\$0	\$50.00	\$30,000	0%	\$0	\$30,000
LIPC Level 2	\$50.01	\$99.99	\$24,000	25%	\$6,000	\$30,000
LIPC Level 3	\$100.00	\$∞	\$20,000	50%	\$10,000	\$30,000

The Grant Funds available for this round of implementation is \$1,800,000. The total funding expenditures for Levels 1, 2, and 3 are displayed as follows, including the Grant Plus Match totals.

	No. Libraries	Grant Amount	Total Granted	Grant + Match
LIPC Level 1	46	\$30,000	\$1,380,000	\$1,380,000
LIPC Level 2	14	\$24,000	\$336,000	\$420,000
LIPC Level 3	5	\$20,000	\$100,000	\$150,000
Totals	65		\$ 1,816,000	\$ 1,950,000

LIBNAME	LIPC	LIPC Level	Grant Amount	Match Percent	Match Amount	Grant + Match
Alameda County Library	\$42.48	1	\$30,000	0%	\$0	\$30,000
Alameda Free Library	\$52.15	2	\$24,000	25%	\$6,000	\$30,000
Alhambra Civic Center Library	\$32.34	1	\$30,000	0%	\$0	\$30,000
Altadena Library District	\$48.44	1	\$30,000	0%	\$0	\$30,000
Arcadia Public Library	\$54.09	2	\$24,000	25%	\$6,000	\$30,000
Azusa City Library	\$25.19	1	\$30,000	0%	\$0	\$30,000
Beaumont Library District	\$16.74	1	\$30,000	0%	\$0	\$30,000
Benicia Public Library	\$61.51	2	\$24,000	25%	\$6,000	\$30,000
Berkeley Public Library	\$131.94	3	\$20,000	50%	\$10,000	\$30,000
Black Gold Coop Library System	\$26.46	1	\$30,000	0%	\$0	\$30,000
Buena Park Library District	\$22.00	1	\$30,000	0%	\$0	\$30,000
Calabasas City Library	\$64.38	2	\$24,000	25%	\$6,000	\$30,000
Carlsbad City Library	\$87.17	2	\$24,000	25%	\$6,000	\$30,000
City Of Commerce Public Library	\$229.43	3	\$20,000	50%	\$10,000	\$30,000
Coalinga-Huron Unified School District Libr	\$26.78	1	\$30,000	0%	\$0	\$30,000
Contra Costa County Library	\$22.67	1	\$30,000	0%	\$0	\$30,000
Corona Public Library	\$16.26	1	\$30,000	0%	\$0	\$30,000
Coronado Public Library	\$126.70	3	\$20,000	50%	\$10,000	\$30,000

Crowell Public Library	\$93.17	2	\$24,000	25%	\$6,000	\$30,000
Downey City Library	\$16.93	1	\$30,000	0%	\$0	\$30,000
El Centro Public Library	\$12.66	1	\$30,000	0%	\$0	\$30,000
El Segundo Public Library	\$131.55	3	\$20,000	50%	\$10,000	\$30,000
Escondido Public Library	\$22.91	1	\$30,000	0%	\$0	\$30,000
Fresno County Public Library	\$25.44	1	\$30,000	0%	\$0	\$30,000
Glendora Library & Cultural Center	\$33.23	1	\$30,000	0%	\$0	\$30,000
Humboldt County Library	\$19.90	1	\$30,000	0%	\$0	\$30,000
Huntington Beach Public Library	\$18.99	1	\$30,000	0%	\$0	\$30,000
Inglewood Public Library	\$23.72	1	\$30,000	0%	\$0	\$30,000
Inyo County Free Library	\$28.08	1	\$30,000	0%	\$0	\$30,000
Irwindale Public Library	\$281.54	3	\$20,000	50%	\$10,000	\$30,000
Kern County Library	\$7.67	1	\$30,000	0%	\$0	\$30,000
Kings County Library	\$12.65	1	\$30,000	0%	\$0	\$30,000
Lake County Library	\$13.28	1	\$30,000	0%	\$0	\$30,000
Lodi Public Library	\$21.44	1	\$30,000	0%	\$0	\$30,000
Los Gatos Library	\$70.46	2	\$24,000	25%	\$6,000	\$30,000
Madera County Library	\$5.91	1	\$30,000	0%	\$0	\$30,000
Mendocino County Library	\$30.91	1	\$30,000	0%	\$0	\$30,000
Merced County Library	\$5.56	1	\$30,000	0%	\$0	\$30,000
Mission Viejo Library	\$29.10	1	\$30,000	0%	\$0	\$30,000
Modoc County Library	\$26.15	1	\$30,000	0%	\$0	\$30,000
Monterey Park Bruggemeyer Library	\$29.22	1	\$30,000	0%	\$0	\$30,000
Napa County Library	\$50.61	2	\$24,000	25%	\$6,000	\$30,000
National City Public Library	\$45.89	1	\$30,000	0%	\$0	\$30,000
Nevada County Library	\$23.55	1	\$30,000	0%	\$0	\$30,000
Oakland Public Library	\$59.89	2	\$24,000	25%	\$6,000	\$30,000
Oxnard Public Library	\$21.34	1	\$30,000	0%	\$0	\$30,000
Palm Springs Public Library	\$43.38	1	\$30,000	0%	\$0	\$30,000
Palmdale City Library	\$6.61	1	\$30,000	0%	\$0	\$30,000
Palos Verdes Library District	\$91.69	2	\$24,000	25%	\$6,000	\$30,000
Pasadena Public Library	\$82.85	2	\$24,000	25%	\$6,000	\$30,000
Porterville Public Library	\$19.58	1	\$30,000	0%	\$0	\$30,000
Richmond Public Library	\$49.32	1	\$30,000	0%	\$0	\$30,000
San Benito County Free Library	\$11.37	1	\$30,000	0%	\$0	\$30,000
Santa Clara County Library	\$75.13	2	\$24,000	25%	\$6,000	\$30,000
Shasta Public Libraries	\$11.38	1	\$30,000	0%	\$0	\$30,000
Siskiyou County Free Library	\$7.75	1	\$30,000	0%	\$0	\$30,000
Solano County Library	\$45.15	1	\$30,000	0%	\$0	\$30,000
Sonoma County Library	\$30.70	1	\$30,000	0%	\$0	\$30,000
Sunnyvale Public Library	\$54.05	2	\$24,000	25%	\$6,000	\$30,000
Sutter County Library	\$9.38	1	\$30,000	0%	\$0	\$30,000
Thousand Oaks Library	\$54.32	2	\$24,000	25%	\$6,000	\$30,000
Tulare Public Library	\$14.57	1	\$30,000	0%	\$0	\$30,000
Ventura County Library	\$21.76	1	\$30,000	0%	\$0	\$30,000
Whittier Public Library	\$36.97	1	\$30,000	0%	\$0	\$30,000

Yolo County Library	\$35.77	1	\$30,000	0%	\$0	\$30,000
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