

4. Applicants must provide SHOP/THPO responses/information to these questions including any correspondence with the SHPO/THPO, as applicable.

ix. Coastal Areas: Determine whether or not the project is within the boundaries of a coastal zone management area (CZMA). For boundary related and contact information related to CZMA, see National Oceanic and Atmospheric Administration, Office of Ocean and Coastal Resource Management's website:

<http://coastalmanagement.noaa.gov/consistency/welcome.html>.

x. Brownfields: Determine whether the project is located within a brownfield site. Per 42 U.S.C. 9601, the term "brownfield site" means real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Maps and locations of sites, facilities and properties that have been contaminated by hazardous materials and are being, or have been, cleaned up under EPA's Superfund, RCRA and/or brownfields cleanup programs can be found at the following website:

<http://iaspub.epa.gov/Cleanups/>

Note: The applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

Printed Legal Name of Applicant:

Signature:

Date:

The applicant's representative certifies to the best of his/her knowledge and belief that the information contained herein is accurate. Any false information may result in disqualification for consideration of financial assistance or the rescission of financial assistance.

Section B: Public Computer Centers

1. General Application Information

The Public Computer Center category will fund projects that expand public access to broadband service and enhance broadband capacity at entities that permit the public or a specific vulnerable population to use these computing centers. Potential sponsors of, and locations for, public computer centers include, but are not limited to, community colleges, libraries, schools, youth centers, employment service centers, Native American chapter houses, community centers, senior centers, assistive technology centers for people with disabilities, community health centers, and Neighborhood Network Centers in public housing developments.

Projects must create or expand a public computing center in a manner that meets a specific public need for broadband service, including but not limited to education, employment, economic development, and enhanced service for health care delivery, children and vulnerable populations.

The instructions below will help you complete the questions posed by the application.

1-A. Name, Address, and Federal ID for Applicant	
<i>i. Legal Name:</i>	<i>ii. Employer/Taxpayer Identification Number (EIN/TIN)</i>
Street 1: _____	
Street 2: _____	
City: _____	
County: _____	
State: _____	
Province: _____	
Country: _____	
Zip/Postal Code _____	

Please provide identifying information for the applicant. If there are multiple organizations involved in the project, designate as “the applicant” the entity that would enter into a grant with NTIA and assume operational and financial responsibility should an award be made (i.e., an Authorized Organizational Contact (AOC) as designated by CCR).

Applicants that involved multiple organizations and the key partnerships for the project should identify that information in the Executive Summary (Question #7), Organizational Chart (#26), and Government and Other Key Partnerships (Question #27).

1-B. Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
Prefix: _____	Telephone Number: _____
First Name: _____	Fax Number: _____
Middle Name: _____	Email: _____
Last Name: _____	Other (Specify): _____
Suffix: _____	
Title: _____	

Enter full, accurate name and contact information for the person to be contacted on matters involving this application. It is crucial that we have accurate information, including a reliable phone, email, and fax number for rapid correspondence. Please complete this in full and attach a sheet if you want to provide additional contacts.

1-C. Other Required Identification Numbers	
i. Organizational DUNS: _____	ii. CCR : _____
iii. Funding Opportunity #: _____	iv. Catalog of Federal Domestic Assistance #: _____

As required by the Office of Management and Budget, all applicants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number. Your organization can obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or via the Internet at <http://www.dunandbradstreet.com>. For more information about DUNS numbers, see <http://fedgov.dnb.com/webform/pages/dunsnumber.jsp>.

Please enter the applicant’s Central Contractor Registration (CCR) number (also known as a CAGE number). If your organization does not have a current CCR (CAGE) number, you must register in the CCR system available at <http://www.ccr.gov/StartRegistration.aspx>.

If there are multiple organizations involved in the project, only “the applicant” will need to supply the Organizational DUNS and CCR information.

NOTE: You will need to have a DUNS number in order to obtain a CCR number.

The federal funding opportunity number for BTOP is 0660-ZA28.

The CFDA number for BTOP is 11.557.

1-D Eligible Entities

Please classify your organization. (Note: If there are multiple organizations involved in the project, designate the lead applicant that would enter into a Loan or Grant agreement with the Agency and assume operational and financial responsibility should an award be made).

Local, State, or Other Government Entity

- State or State Agency*
- Political subdivision of a State, including Local or County Government*
- District of Columbia*
- Territory or Possession of the United States*
- Indian Tribe*

Not for Profit Entity

- Non-Profit Corporation*
- Non-Profit Foundation*
- Non-Profit Institution*
- Non-Profit Association*

For Profit Entity

- For-Profit Corporation, LLC*
- Socially and economically disadvantaged small business concern (SDB) as defined by section 8(a) of the Small Business Act, 15 U.S.C. §637*

Other

- Cooperative or Mutual*
- Native Hawaiian organization*
- Please identify any others: _____*

Please select the appropriate classification for your organization. This information will be used for reporting.

Applicants who are SDBs receive additional consideration in the review process. Note that the applicant need not be certified as an SDB, but must meet the definition of a SDB under the Small Business Act (15 U.S.C. § 637(a)(4)). For the purposes of this program, a small business concern is a firm that, together with its controlling interests and affiliates, satisfies the Small Business Administration's size standards for the applicant's industry classification, or is a broadband service or infrastructure provider with average gross revenues not exceeding \$40 million for the preceding three years. To qualify as a SDB, the applicant must be a small

business concern for which one or more socially and economically disadvantaged individuals or an economically disadvantaged Indian tribe or Native Hawaiian organization, control the small business concern's management and daily business operations and unconditionally own 51 percent of the business. The Small Business Act defines socially disadvantaged individuals as "those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities," and economically disadvantaged individuals as "those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged." NTIA may request documentation supporting the applicant's status as an SDB before granting an award.

1-E. Applicant Federal Debt Delinquency Explanation

Is the **Applicant** Delinquent On Any Federal Debt?

Yes No

(If "Yes", provide explanation.)

Indicate whether or not the applicant is delinquent on any Federal Debt by checking the appropriate box. If the answer is "Yes", the applicant should submit an explanation.

NOTE: Consistent with Department of Commerce policy, no award of Federal funds shall be made to an applicant that has an outstanding delinquent Federal debt until:

- (1) The delinquent account is paid in full;
- (2) A negotiated repayment schedule is established and at least one payment is received; or
- (3) Other arrangements satisfactory to the Department of Commerce are made.

1-F. Congressional Districts of:

- a. Applicant HQ
- b. Project Service Area

The applicant should list the Congressional District(s) in which the proposed project(s) would be located. The applicant should also indicate the Congressional District(s) in which the organization's facilities, including the organization's headquarters, are located.

2a. Project Title

Identify a title for your project. [Limit 100 characters]

Please provide a title for your project.

2b. Project Description

Provide three or four sentences that most concisely describe the proposed project.

Your answer will be published on recovery.gov and broadbandusa.gov to illustrate the types of proposals received. [Limit 500 characters]

Please provide a few short sentences to describe your project. Because this brief description of the project will appear on publicly accessible websites, you should ensure that it describes your project fairly and in the light you want the public to see your proposal. For the same reason, you should avoid including any confidential or proprietary information in this description.

3. Multiple Submissions for BIP or BTOP

Identify in the table below any other applications that you have submitted for BIP or BTOP

Project Type	Project Title
BIP Infrastructure	
BTOP Infrastructure	
BTOP Public Computer Center	
BTOP Sustainable Broadband Adoption	

Application for Multiple Projects

If the applicant has submitted, or plans to submit, any other applications for BIP or BTOP funds, please indicate the project type for those applications in the table. Providing this information will allow NTIA to consider this application in the context of your overall bundle of proposals, which may include multiple submissions. If one entity provides complementary submissions for more than one BTOP category, the applicant will receive additional consideration under the evaluation of project purpose.

4. Application ID for Multiple Submissions for Identified Service Areas

Please identify any other applications that you have submitted to BIP or BTOP

Project Type: _____

ID Number: _____

The applicants do not need to be concerned about the Application ID number. The electronic application system will auto-generate the number for each application.

5. Estimated Funding (\$):

*a. Federal

*b. Applicant

*c. State

*d. Local

*e. Other

*f. Program Income

*g. TOTAL

For Question #5, please enter the amount that you are requesting for the Federal government in (a). In (b) input the total matching funds the applicant organization is providing, both in cash and in-kind. Lines (c), (d), (e) should include any matching funds (both in cash and in-kind) from partners in your project. Finally, if you expect to generate income as part of your project, include the total amount of income in line (f). Total all of this in line (g). This total should be **identical to the total project cost** on line 5, column (g) of the budget form (SF424A).

2. Eligibility Factors

6. Eligibility Factors. *As a prerequisite to a full review against the evaluation criteria, each application must satisfy a number of Eligibility Factors. These verify an applicant's basic compliance with mandatory program requirements. **Failure to comply with all Eligibility Factors WILL RESULT IN IMMEDIATE REJECTION OF YOUR APPLICATION.***

- *This application satisfies all of the Eligibility Factors listed below:*
 - Yes*
 - No*
 - *The application must be completed fully, and all required supplemental documentation must be attached.*
 - *Applicants must commit to substantially completing their Project (as defined in the NOFA) within two years of the award date, and completing the Project within three years of the award date.*
 - *Applicants must credibly demonstrate that their Project advances at least one of the five statutory purposes for BTOP.*
 - *Applicant is providing matching funds of at least 20 percent towards to the total eligible project costs **or** is requesting a waiver of the matching requirement*
 - Yes, Providing at Least 20% Match*
 - No, Requesting Waiver*
 - *Applicants must demonstrate that but for Federal funding they would not have been able to complete their project during the grant period.*
 - *The budget for the project must be reasonable and all costs must be eligible.*

Purpose of Section: Demonstrates Understanding of Eligibility Factors

Question #6 requires applicants to acknowledge the ability to meet the Eligibility Factors. Compliance with all of these requirements will be confirmed by responses to other questions throughout the application. An applicant should respond in the affirmative to all of these questions or their application will be immediately rejected; however, the affirmative information will be reviewed throughout the application to ensure compliance substantively with all of the eligibility factors.

Filing for Waiver: Basis and Process

If you are applying for a waiver of the 20 percent matching requirement, attach a letter that clearly defines your need. The applicant must demonstrate that complying with the Recovery

Act's mandated 20 percent match of grant funds received under this program is a financial hardship for your organization. An applicant applying for a waiver should submit complete financial documentation, including its assets, liabilities, operating expenses and revenues, and any other documents that would demonstrate financial need, such as denial of funding from a public or private lending institution.

3. Executive Summary

Directions for Written Responses: Page limits are designated for all requested written responses. Per instructions in the NOFA, please use 12 point font with one-inch margins.

7. Executive Summary of Overall Proposal: Please provide an Executive Summary of the proposed Project. The Executive Summary should be a brief description of the Project, and address the following topics. [Two Page Limit]

- A statement of the problem or need your project addresses
- Your overall approach to addressing the need
- Area(s) to be served; population of the target area(s), including demographic information; and estimated number of potential users of your public computer center(s)
- Qualifications of the applicant that demonstrate the ability to implement the project and achieve its intended results
- Jobs to be saved or created
- Overall cost of the proposed project

The executive summary is the applicant's opportunity to explain, as clearly and succinctly as possible, the most relevant points of their proposal – as defined above. The reviewers will read this section to receive a high-level, but comprehensive, introduction to the project. This summary must be limited to three pages. The summary should avoid highly technical terminology or jargon unless it is integral to the understanding of your proposal. We suggest the summary be written last, after having completed all other sections of the application. Applicants with involvement from multiple organizations and key partners should describe those relationships broadly here. **The Executive Summary narrative should not introduce new information not included elsewhere in your application.**

Directions for Written Responses: Page limits for the written responses should be in 12 point font with one-inch margins.

4. Project Purpose

8. Project Purpose: Referring to Application Guidelines for this section, in a comprehensive

overview of your Project, please clearly and concisely describe the following. Please provide specific data and relevant analysis to back your claims. [Two Page Limit]

- *The significance of the problem to be addressed*
- *The degree to which the proposed solution effectively addresses the problem and could be replicated by other organizations*
- *The degree to which both the problem and proposed solution advance at least one of the five BTOP statutory purposes.*
 - *Provide broadband access to consumers in unserved areas*
 - *Provide improved broadband access to consumers in underserved areas*
 - *Provide broadband education, awareness, training, access, equipment, and support to community anchor institutions, job-creating strategic facilities, and vulnerable populations*
 - *Improve access to and use of broadband by public safety agencies*
 - *Stimulate demand for broadband*
- *If your Project incorporates more than one BTOP program category (Broadband Infrastructure, Public Computer Centers, and Sustainable Broadband Adoption) or statutory purpose (listed above), please describe how this Project will reinforce your other program objectives.*

You should check all the statutory purposes your project is intended to address, and there is a minimum requirement to address at least one of the BTOP purposes.

Your response to this question is your opportunity to present a compelling rationale for the project you are proposing. You should describe the problem(s) you are trying to solve in specific detail and include background information that supports your case. For example, if you are a library proposing to expand an existing computer center, you might cite usage data for your current facilities, the size and needs of the local population, and how your library offers specific information or assistance that addresses those needs.

If your project addresses more than one of the statutory purposes, such as serving both job-creating facilities and public safety agencies, explain how the combination will result in a stronger and more cohesive program.

9. Recovery Act and Other Governmental Collaboration: *Describe how your project will leverage Recovery Act or other federal or state developmental programs. Please identify the*

programs themselves and the dollar value associated with each. In addition, describe how the collaboration can lead to greater project efficiencies.

Applicants are encouraged to collaborate with other Federal or state government programs, including any other Recovery Act programs. Some examples of Federal programs are listed in the chart below:

Some examples of federal programs that may be leveraged:

Department of Housing and Development:

- Public Housing Capital Fund Program
- Native American Housing Block Grant
- Assisted Housing Green Retrofit Program

National Science Foundation

- Academic Research Infrastructure Program: Recovery and Reinvestment (ARI-R²)
- Major Research Instrumentation Program (MRI-R²)

Department of Health and Human Services

- State and state designated entity grants for use of electronic health information

Department of Energy

- Smart Grid Investment Program

Department of Transportation

- Assistance for High Speed Rail Corridors and Intercity Passenger Service program.

Appalachian Regional Commission

- Area Development Program

Delta Regional Authority

- State grant funding program

10. Enhanced Services for Health Care Delivery, Education, and Children. *If applicable, describe how your project will enhance broadband service for health care delivery, education, and children as contemplated by the Recovery Act. Projects would need to demonstrate that they go beyond providing access to broadband to include more robust educational, health care, or related broadband service delivery. [One Page Limit]*

This question provides you an opportunity to outline how your proposed project will enhance broadband service for health care delivery, education, or children. Your answer should detail the impact your project will have on these key constituencies and explain how the project will, if approved, seek to benefit the greatest population of users.

11. Small and Disadvantaged Business Involvement. *If applicable, indicate whether you have established agreements in principle to partner with any socially and economically disadvantaged small business concerns, as defined by Section 8(a) of the Small Business Act, 15 USC 637, that may include a sub-awardee, contractor, subcontractor or vendor.*

All applicants should identify any agreements in principle that they have established with socially and economically disadvantaged businesses, as defined by Section 8(a) of the Small Business Act (15 U.S.C. § 637(a)(4)). To demonstrate that the partnership is valid, we recommend that applicants submit letters of support from any entity they list in this question.

5. Project Benefits

12. Public Availability. *Will your facility be available to all members of the general public, or a specific population only? Please explain. If you charge membership dues or other fees for the population you are proposing to serve, please explain how these charges are consistent with the public interest. [One Page Limit]*

All applicants must clearly explain whether facilities funded under this grant program would be open to the general public or to a particular subset of the public served by your institution. If one or more of your facilities limits access to specific groups, such as youth or seniors, you must explain how this is consistent with the public interest and describe the reasoning behind this focus, paying particular attention to the “vulnerable populations” identified in the Notice of Funding Availability. For example, if you operate a senior citizens’ center with programs, equipment, and personnel designed to serve the elderly, you might describe your need to maintain a safe, secure, accessible, and quiet environment by limiting access to citizens over the age of 55.

If your organization charges membership dues or other fees for the general public or for a specific population as identified above, you must also clearly show that these fees are reasonable and in the public interest. For example, if you operate a Boys and Girls Club, YWCA, or local community center and charge a modest membership fee to offset operating expenses, you should describe your fees in relation to the budgetary and financial data you describe in other sections of this application, and detail any provisions for waiving fees in circumstances of demonstrated hardship.

13. Restrictions on Center Use. *If the use of your center(s) is restricted to certain purposes,*

please identify those and explain the reasons for the restrictions. [1/2 Page Limit]

If your center is used for a single purpose rather than for general public access, please explain the rationale for this, clearly stating why you believe this is in the public interest. For example, if your center offers job training and employment counseling only, you might note that your workstations are customized to provide ready access to employment databases, skills training software, and similar tools, and that the demand for your services is so great that it precludes offering general access.

14. Accessibility. *Please describe the ways in which your center(s) will be accessible and welcoming to people with disabilities. [1 page Limit]*

Public computer centers funded by BTOP should be accessible (physically, technologically, and culturally) to people with disabilities, such as limited mobility, vision, or hearing. Physical facilities and computer workstations should accommodate these disabilities by providing specialized furniture, software, monitors, input devices, and other tools as needed to make centers fully accessible. In addition, your outreach programs and training or educational offerings should consider the needs of people with disabilities, ensuring that they are aware of your services and can participate fully in the activities you offer. Staff should be trained and comfortable in serving people with disabilities. Funding to make centers and programs accessible is an eligible expense under BTOP.

15. Center Locations. *What is/are the location(s) of your new/expanded Public Computer*

Center(s)?					
Public Computer Center	Address Line 1	Address Line 2	City	State	Zip
St. Charles Computer Center (Current)	123 Broad Street		New Orleans	LA	70119

All applicant street addresses of any current or proposed centers that are involved in the grant application should be identified on the chart. Indicate whether it is current or proposed after the name of the center.

16. Center Capacity. Please complete the following key metrics chart, referring to sample and Guidelines:

Computer Center Name / Type	Current Hours Open to Public Per 120-hour Business Week	Current Hours Open to Public Per 48-hour Weekend	Proposed Hours Open to Public Per 120-hour Business Week	Proposed Hours Open to Public Per 48-hour Weekend	Current # of Broadband Workstations	Proposed # of Broadband Workstations	Current Facility Broadband Connection Speed (Mbps)	Proposed Facility Broadband Connection Speed (Mbps)
M.L. King Community Center/City Facility	50	8			20	50	.768	10

The BTOP provisions of the Recovery Act identify a core goal of providing broadband access to more people. The information you provide here will help us determine what the capacity of your center(s) is now and how that will change as result of your BTOP project if it is funded. All applicants will complete a table that identifies the hours of operation, number of workstations, and facility broadband speed for each of the public computing centers included in the grant application. The chart should also include, to the extent practical, the expected changes in the hours of operation, number of workstations, and facility broadband speed that would occur if the applicant's proposal received funding.

17. Size and Scope of Target Audience. For the computer center locations you described above, please complete the following table indicating the size and scope of your target population, and targets for persons served in each center, referring to the sample.

Computer Center Name	Estimated # of Total Persons in your Service Area or Specific Population Sub-Group	Service Area Identifier (Neighborhood, Municipality, County, District, Census Tract, or any other area designation)	# of Persons served per 120-hour business week (current)	# of Persons served per 48-hour weekend (current)	# of Persons served per 120-hour business week (proposed target)	# of Persons served per 48-hour weekend (proposed target)
Little Falls Public Library	50,000	Grant County	150	45	500	200

All applicants will complete a chart that identifies the number of persons residing in the geographical area served by each of your current centers, the number of persons served per 120-hour business week, and the number per 48-hour weekend. The chart should also include targets for the number of additional persons served if the applicant’s proposal received funding.

18. Population Demographics. Indicate the demographic category or categories your program will serve by completing the questions below.

- a. Age distribution [Checkboxes with Census-level age categories]
- b. Ethnicity or ethnicities [Checkboxes with Census-level ethnicity categories]
- c. Gender [checkboxes Male/Female]
- d. Median Household Income [checkboxes with Census data]
- e. Educational levels [Box select: None, elementary, middle, secondary, college, masters, doctorate/post-doctorate]
- f. Disabilities status [physically disability, other disability]
- g. Unemployment rate
- h. Speakers of English as a second language, or non-English speaking status

If your project will address the needs of specific groups, you should provide information here about those groups. You can check all of the categories that apply to your project. Several resources provided by the U.S. Census Bureau can aid an applicant in providing demographic and other about local vulnerable populations, including:

- The DataWeb (<http://www.thedataweb.org/index.html>). The DataWeb is a network of online data libraries that the DataFerrett (<http://dataferrett.census.gov/index.html>) uses to access statistical information. Topics include census data, as well as economic, health, income, population, labor, employment, crime, and vital statistics data.
- U.S. Census Bureau’s Guide to Census Tract Resources (<http://www.census.gov/geo/www/tractez.html>)
- U.S. Census Bureau Data Access Tools (<http://www.census.gov/main/www/access.html>)

19. Outreach. Please describe your outreach strategy to ensure usage of services and equipment provided in your program proposal, and why you have chosen this strategy. [One Page Limit]

One component of a sound sustainability plan is an outreach strategy that supports continued use and growth of demand for the services being proposed. Such a strategy depends on community involvement in the project, and having a clear understanding of your target audience. Outreach strategies must communicate to potential users that their needs will be addressed and encourage participation in broadband education and use of broadband for improving their daily lives. In your answer, describe your audience first, and then summarize your plans for reaching them. Community partners are an integral part of the project planning and operation and their outreach contributions should be mentioned here.

20. Peripherals and Equipment. What specific types of personal computing peripherals and/or broadband equipment do you intend to provide for each workstation? [list all that apply]

Examples of this kind of equipment include network interface cards, wireless adapters, video cameras (“webcams”), headsets, scanners, printers, speakers/microphone, and input devices (such as joysticks).

21. Workstation Software. What type of software do you intend to provide for each workstation? [list up to 20 programs/applications]

Examples of workstation software include the Microsoft Office Suite, VOIP (voice over IP) software (such as Skype), web browsers, media players, data compression software (such as WinZIP and Stuffit), GED software, ESOL software, and other training software.

22. Training and Education Programs. Please describe your primary training and educational programs, including curricula, student certification programs, number of instructors and their

qualifications. Explain how these relate to demonstrated needs within your community, and detail any lessons learned from prior programs. [Two Page Limit]

Training and educational programs should respond to the needs of your community and the population you serve. They might include computer skills, job search skills, or homework help; they could be designed to promote economic recovery and provide assistance to those most impacted by the recession. Further, training and education programs should be informed by the participation of community partners along with education, business, and industry partners. These may provide training, curricula, or certification programs that will prepare students for the modern workforce. If your center(s) primarily provide public access and computer skills training, please give examples of how your programs identify and respond to community needs. Also discuss the qualifications of your education/training/support staff and the size of this staff. Finally, if you have “lessons learned” from prior experience, explain how you will use that information to improve your proposed offerings.

6. Project Viability

23. Technology Strategy: *Please describe the overall technology plan you intend to deploy in your program. If appropriate, please include engineering certifications for broadband network WAN / LAN build-outs, what primary types of network equipment and technology you plan to use, and how you will ensure a reliable, secure and user-friendly system for the public users of your broadband access facilities. [Two Page Limit]*

All applicants will submit a detailed technology plan associated with their public computing center program. The plan should outline the major types of equipment and technology the applicant will use and explain how the applicant will ensure a reliable, secure, and user-friendly system. If applicable, submit any network design or technical implementation plans, or engineering documents for broadband network WAN and LAN build-outs.

NOTE: In the Public Computer Centers submission, applicants may propose local area network or small wide-area network design within your facilities; however, any larger infrastructure projects will need to apply for a Broadband Infrastructure grant.

24. Management Resumes: *Provide resumes and/or biographical summaries for the members of your senior management team and project team, emphasizing skills and experience relevant*

to the proposed program. Please refer to specific projects and outcomes that demonstrate the team's ability to execute this project based on past experience, and to manage federal funds effectively. [Each resume can be up to one page; limit biographical summaries to 1/2 page.]

The answer to Question #24 should help to make the case for the proposed project's viability, all applicants will submit the resumes of persons with significant management responsibilities or other responsibilities vital to the success of the proposed program. In addition to the resumes, you will submit a summary of past projects that illustrate the preparedness and/or expertise of your team.

25. Organizational Readiness: *Please describe key factors that demonstrate your organization will be prepared to implement, operate and sustain a public computer center program using federal funds. Include past experience in managing projects of comparable size and complexity. [One Page Limit]*

Applicants will submit a summary of the organization's track record in executing projects similar to the one proposed. This summary should include the number of years the organization has been in existence, the number of years the organization has been successfully managing projects similar to the one proposed, and an evaluation of the organization's preparedness to implement, operate and sustain a public computer center.

26. Organizational Chart: *Please attach a chart describing how the project team relates to the overall structure of your organization.*

Applicants will submit a chart showing the governance and management structure of their organizations, and how the project team fits into the organization. If multiple agencies or key partnership are involved with the project, the organizational charts should reflect the partnership.

27. Key Partners: *Provide a list of key partners (from the public, private and non-profit sectors), including community anchor institutions and public safety entities, community organizations,*

vendors or contributors of in-kind or cash support, and/or other resources which are integral to the success of this project. For each, include the name and title of a contact person, the organization's name, and its role in or contribution to the project. Support from partners may include funding, educational or training services, technical advice or support, outreach, facilities, or other products or services.

Applicants will use this question to illustrate the level of local community participation in the proposed project. Please identify organizations from the public, non-profit, and private sectors, with particular attention to community anchor institutions and public safety entities, that will be involved in the project. The list might include community organizations, subcontractors, vendors, public safety entities, or institutions such as universities and libraries. You should also outline each organization's planned role in the project. Submit documentation, such as letters of support, from each of the organizations that will be involved in the project. You must provide the name and address for each partner, as well as the name and contact information (at minimum, a phone number or email address) for a contact person at each partner organization.

28. Partnering with Disadvantaged Businesses: *If applicable, indicate whether you have established agreements in principle to partner with socially and economically disadvantaged small businesses (SDB), as defined by Section 8(a) of the Small Business Act, 15 U.S.C. 637. Please list the company, a contact person, and briefly describe the partnership purpose. (Limit ½ Page)*

All applicants should identify any agreements in principle that they have established with socially and economically disadvantaged businesses, as defined by Section 8(a) of the Small Business Act (15 U.S.C. § 637(a)(4)). To demonstrate that the partnership is valid, we recommend that applicants submit letters of support from any entity they list in this question.

29. Project Timeline and Challenges. *Please provide a detailed implementation plan on a quarterly basis that shows the phases of the project and establishes key milestones. Include*

such activities as construction, staffing and hiring, resource development, staff training, equipment purchases, and installation. Also, include a description of key challenges or risks to the timely completion of the project, including any mitigation plans to address the risks. [Two Page Limit]

Applicants will submit a plan for the period of the proposed project. The plan should include at least quarterly milestones, though the applicant may set more frequent milestones if desired. Be certain to cover any areas that will aid reviewers in assessing how the applicant plans to achieve each goal or milestone. Milestones might include hiring of key staff, finalizing of program curricula, purchase of equipment, installation and configuration of new computer terminals or in-building networking, a “grand opening” of new or improved facilities, timelines for graduating classes from new training programs, or other items critical to the success of the proposed project. The schedule should clearly identify the start dates and expected completion of different phases of the project.

Additionally, applicants will describe issues or barriers that could delay the proposed project’s implementation. Applicants will assess the likelihood of each risk or challenge, estimate the impact each would have on the project and the project schedule, and outline a mitigation plan for addressing it.

For BTOP, a project is considered “substantially complete” when the awardee has met 67 percent of the project milestones and received 67 percent of its award funds. Projects will be evaluated on the demonstrated ability of the applicant to promptly start the project and the reasonableness of the project timeline and associated milestones. NTIA encourages project schedules that will be completed in two years.

30. Licenses and Regulatory Approvals. *If applicable, please list any local, state or federal licenses and regulatory approvals required to complete your project, and indicate the status of each.*

All applicants will submit a list of any licenses and regulatory approvals that are required to provide the proposed services. These might include construction permits, wireless service licenses, fire and safety permits, etc. Please indicate the status of each (such as “not applied for”, “pending”, or “approved”).

31. Legal Opinion. *Please attach a legal opinion that addresses the Applicant’s ability to enter into the award agreement and briefly describe any relevant pending litigation matters.*

All applicants will submit a legal opinion that verifies that the applicant can enter into the grant. BTOP-only applicants are only required to describe “material” litigation matters. For this purpose, “material” litigation means any litigation that is deemed significant to an applicant’s financial health and would be required to be referenced in the applicant’s annual audited financial statements, report to shareholders or similar documents.

7. Project Budget and Sustainability

32. Budget Narrative. *Please provide a narrative that explains the project budget (as proposed on SF-424 A and/or SF-424 C) and spending plan (timeline) in sufficient detail for reviewers to determine whether the expenditures are necessary and appropriate to the solution you are proposing. [Two Page Limit]*

Applicants must submit a concise narrative that explains how the proposed budget is necessary and appropriate for the program you are proposing. **It is critically important to make it easy for reviewers and the NTIA to understand how the budget is related to the specific activities you are proposing.** If they are not able to determine whether your budget is complete and sensible, your proposal may be rejected without further review.

Applicants should include cost breakdowns by category that may or may not be captured in the SF-424A and/or SF-424C. For line items of particular importance to your program, such as personnel, contracts, or equipment, the budget narrative should describe the necessity and appropriateness of these expenditures. Explain how and when you expect to spend the funds provided by BTOP as well as any matching contributions (in cash or in kind). If travel is included, explain why it is necessary to achieve your objectives. Including any pertinent “ratios” of cost/benefit in dollars spent per expected program result (such as \$/training program graduate) is also helpful for reviewers.

33. Budget Reasonableness. *Concisely and convincingly explain why the costs you propose are reasonable to carry out your project, are eligible, and the allocation of funds will be sufficient to complete the tasks outlined in the project plan. Provide any relevant data and summaries of your analysis. [One Page Limit]*

In this section, justify the costs you are proposing based on past experience, competitive bids, published prices, local norms, or other specific metrics. Please follow closely your budget narrative. Describe how you arrived at particular costs and why you believe they are

reasonable based on the tasks you will undertake. Ensure that each cost is eligible for funding under this program. Explain why your budget is sufficient to carry out your project.

34. Demonstration of Financial Need. *Provide documentation that the project would not have been implemented during the grant period without federal grant assistance. This documentation may consist of, but is not limited to, such items as a denial of funding from a public or private lending institution, denial of a funding request from a foundation or other organization, or a current fiscal year budget that shows the lack of available revenue options for funding the project. [One Page Limit]*

All applicants must clearly outline how and why their proposed project requires federal grant assistance and may not have been possible without these funds. You may include denied funding requests or budgetary data that shows you would not have been able to pay for proposed programs on your own or with readily-available alternate funding sources, but if these rejections suggest that your program budgets are wasteful, mismanaged, or unreasonable this will be insufficient demonstration. You may also describe any efforts to obtain funding that have been unsuccessful due to economic issues in your state or locality. If you have never applied for funding of any kind before, you should articulate why you have not, and why funds provided under the BTOP program would not be provided by another funding source.

35. Historical Financial Statements. *Provide detailed organization financial statements for the last two years: a) Income Statement; b) Balance Sheet; c) Statement of Cash Flows. If your organization was established less than two years ago, provide all available information.*

All applicants must submit recent financial statements or reports based on their organization's regular operating activities to aid reviewers and the NTIA in assessing the financial health of the applicant. A standard annual Income Statement, Balance Sheet and Statement of Cash Flows based on generally accepted accounting principles are preferable. If your organization cannot readily produce this data in a standard format, you should explain why not, and provide comparable data, such as your most recent IRS Form 990 or annual audit, that provides as detailed a picture as possible of your financial history for a minimum of one year prior to your submission of this application. If appropriate, you may include Notes on Financial Statements that explain costs and revenues by major categories, and you may make note of any abnormal or one-time charges, large liabilities or asset transactions, legal actions, or other financial events you feel require explanation.

36. Sustainability. *Explain how your project will enable your centers to sustain themselves, providing ongoing services and maintaining community support beyond the scope of this grant. [One Page Limit]*

All applicants will submit a plan describing how programs funded by this grant program will sustain themselves without ongoing federal grant assistance after the funding period has ended. BTOP seeks to support organizations that need funds to expand services but have a demonstrated ability to provide services beyond the scope of the grant period. To the extent the application seeks funding for operational expenses during the grant period, it will be vitally important for the applicant to demonstrate how it will secure funds to cover those costs at the conclusion of the grant program. The applicant should provide information about its past history as well as any substantiating data on other sources of funding for their organization where possible.

BTOP applicants are expected to convincingly demonstrate the ability to sustain the projects beyond the funding period. In particular applicants should detail how any costs associated with training and/or other recurring expenses will be covered after the grant expires.

37. Matching Funds. *Please describe the matching funds (both cash and in-kind) you plan to devote to this project and document their source(s), including the percentage of your match and whether the match is all cash. Attach letters of commitment from proposed sources. **If you have requested a waiver of the matching requirement, provide a letter attachment clearly defining your need. An applicant applying for a waiver should submit complete financial documentation, including its assets, liabilities, operating expenses and revenues, and any other documents that would demonstrate financial need, such as denial of funding from a public or private lending institution.***

All applicants must describe the matching fund amounts, both cash and in-kind, that your organization and its funding sources will provide directly to the execution of this project. If you cannot provide the full 20 percent cost share, please describe what you can provide and file for a waiver of the rest. You will receive higher scores for exceeding the 20 percent minimum cost sharing requirement, and you are strongly encouraged to use every means possible to consolidate additional cash funds to apply to this project from sources such as state, local, and philanthropic organizations, economic development funds, and financial assistance programs. You are also encouraged to seek in-kind contributions to be directly used in the project. These in-kind contributions must be directly attributable to budget items you have identified for your project, and must be “eligible costs” as defined in the Notice of Funding Availability. Such costs may be products, services, equipment, or other forms of direct assistance to your proposed

program. In-kind contributions which are shared-use with other activities or projects not directly related to this program will not be eligible for application to matching fund amounts in most cases, and should only be included if you can clearly demonstrate the portion of those shared-use contributions which will directly apply to your proposed project.

If you are applying for a waiver, you must clearly demonstrate that complying with the Recovery Act's mandated 20 percent match of grant funds received under this program is a financial hardship for your organization with concrete documentation that you have attempted to seek funding to meet the 20 percent match requirement through every means reasonably possible, but have not been successful. Your accounting statements, budgets, and financial information will be scrutinized to validate a requested waiver of mandated matching funds for both validity and reasonableness.

38. Unjust Enrichment: *Please state whether this project is receiving, or if you have applied for, any Federal support for non-recurring costs in the area for which you are seeking an award. If so, please state how much and from which federal program.*

In Question #38, all applicants must disclose whether they (or their projects) are receiving, or have requested, Federal support for non-recurring costs in the service area for which they are seeking an award. Non-recurring costs are one-time capital expenses. In awarding grants under BTOP, NTIA will consider whether an award for a proposed infrastructure project will result in unjust enrichment through support for project-related non-recurring costs through another federal program. Note that applicants are encouraged to leverage funding from this program with funding from other federal programs. Such leveraging will not be considered unjust enrichment unless applicants receive duplicative federal funding to cover the same costs.

39. Disclosure of Federal and/or State Funding Sources. *Please disclose the source and amount of other federal or state funding received or requested for activities or projects to which this project relates. Please specify all Universal Service Fund (USF) funding delineated by specific program.*

All applicants must disclose the source and amount of other federal or state funding the applicant has received, or has requested, for projects to which the application relates. This disclosure must include funding from all Universal Service Fund funds including, but not limited to, funding from the Schools and Libraries Program, Rural Health Care Program and Pilot Program, and the High Cost Program.

40. Buy American Requirement: Are you seeking a waiver of the Buy America provision?

- Yes. If yes, please provide a legal justification.
- No

Applicants should be aware that the Recovery Act prohibits the use of funds that are used for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufacturing goods used in the project are produced in the United States. This restriction is generally known as the Buy American provision. On July 1, 2009, the Secretary of Agriculture and the Secretary of Commerce each published a notice stating that they had granted a limited waiver of the Buy American provision with respect to BIP and BTOP funds used for certain broadband equipment. The scope of the waiver applies to the broadband equipment listed below.

Type of Broadband Equipment	Purpose of the Broadband Equipment
Broadband Switching Equipment	Equipment necessary to establish a broadband communications path between two points.
Broadband Routing Equipment	Equipment that routes data packets throughout a broadband network.
Broadband Transport Equipment	Equipment for providing interconnection within the broadband provider's network.
Broadband Access Equipment	Equipment facilitating the last mile connection to a broadband subscriber.
Broadband Customer Premises Equipment and End-User Devices	End-user equipment that connects to a broadband network.
Billing/Operations Systems	Equipment that is used to manage and operate a broadband network or offer a broadband service.

Note that the Buy American provision applies only to public works and public buildings. Private projects are exempt from the provision. If applicants form a public-private partnership (e.g., a corporation partnering with a local government), they will be treated as "public" and will be subject to the Buy American provision. If the applicant wishes to use iron, steel, or manufactured goods that are not covered by the Secretaries' waivers, it may request a limited

waiver, on a case-by-case basis, as part of its application. The applicant's request must provide the legal justification for receiving the waiver. The list of items not currently subject to the waiver, include fiber optic cables, coaxial cable, cell towers, and other facilities or goods that are produced in sufficient quantities in the United States.

8. DOC Environmental Checklist

41. This section is to be completed for those projects historically shown not to create significant environmental impacts to the human or natural environment. Any answer of "No" or "Not Applicable" may require additional documentation or review.

a. Is the proposed action solely a procurement action for materials intended to be installed, stored or operated in an existing building or structure?

- Yes
- No
- Not Applicable

b. If the proposed action involves procurement of electronic equipment, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

- Yes
- No
- Not Applicable

c. Does the proposed action involve only minor interior renovations to a structure, facility, or installation?

- Yes
- No
- Not Applicable

d. Is the proposed action solely for the production and/or distribution of informational materials, brochures, or newsletters?

- Yes
- No
- Not Applicable

e. Does the proposed action consist solely of training, teaching, or meeting facilitation at an existing facility or structure?

- Yes
- No
- Not Applicable

The applicant must complete and upload the environmental questionnaire and any applicable documents.

9. Compliance and Certification

Certifications

- (i) *I certify that I am authorized to submit this grant application on behalf of the eligible entity(ies) listed on this application, that I have examined this application, that all of the information and responses in this application, including certifications, and forms submitted, all of which are part of this grant application, are material representations of fact and true and correct to the best of my knowledge, that the entity(ies) that is requesting grant funding pursuant to this application and any subgrantees and subcontractors will comply with the terms, conditions, purposes, and federal requirements of the grant program; that no kickbacks were paid to anyone; and that a false, fictitious, or fraudulent statements or claims on this application are grounds for denial or termination of a grant award, and/or possible punishment by a fine or imprisonment as provided in 18 U.S.C. §1001 and civil violations of the False Claims Act.*
- (ii) *I certify that the entity(ies) I represent have and will comply with all applicable federal, state, and local laws, rules, regulations, ordinances, codes, orders and programmatic rules and requirements relating to the project. I acknowledge that failure to do so may result in rejection or deobligation of the grant or loan award. I acknowledge that failure to comply with all federal and program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.*
- (iii) *I certify that the entity(ies) I represent has and will comply with all applicable administrative and federal statutory, regulatory, and policy requirements set forth in the DOC Pre-Award Notification, published in the Federal Register on February 11, 2008 (73 FR 7696), as amended; DOC Financial Assistance Standard Terms and Conditions (Mar. 8, 2009); DOC American Recovery and Reinvestment Act Award Terms (April 9, 2009); and any Special Award Terms and Conditions that are included by the Grants Officer in the award."*

Authorized Representative's Signature _____ Date _____

Name: _____

Title: _____

Other Federal Forms and Certification Requirements

SF-424A, Budget Information—Non-Construction Programs

SF-424B, Assurances—Non-Construction Programs

SF-424C, Budget Information—Construction Programs

SF-424D Assurances—Construction Programs

CD-346, Applicant for Funding Assistance

CD-511, Certification Regarding Lobbying

CD-512, Certification Regarding Lobbying—Lower-Tier Covered Transactions

SF-LLL, Disclosure of Lobbying Activities

Legal Opinion

The documents listed above need to be certified and completed by the applicant to ensure compliance with Federal Statutes and regulations. All applicants must complete the certifications section of the application. You should read each certification carefully to ensure that you understand and agree to it before signing. Using the forms, schedules and attachments “as-is” will expedite application processing.

Section C: Sustainable Adoption

1. General Application Information

The Sustainable Broadband Adoption category will fund innovative projects that promote broadband demand and affordability. Projects providing broadband education, awareness, training, access, equipment or support, particularly among vulnerable population groups where broadband technology has traditionally been underutilized, will be considered in this category.

Applicants should demonstrate a sustainable increase in demand for subscribership to broadband services. Successful applicants will show how demand stimulation strategies, such as awareness-building, development of relevant content and demand aggregation, would promote sustainable broadband adoption.

The instructions below will help you complete the questions posed by the application.

1-A. Name, Address, and Federal ID for Applicant	
<i>i. Legal Name:</i>	<i>ii. Employer/Taxpayer Identification Number (EIN/TIN)</i>
<i>Street 1:</i> _____	
<i>Street 2:</i> _____	
<i>City:</i> _____	
<i>County:</i> _____	
<i>State:</i> _____	
<i>Province:</i> _____	
<i>Country:</i> _____	
<i>Zip/Postal Code</i> _____	

Please provide identifying information for the applicant. If there are multiple organizations involved in the project, designate as “the applicant” the entity that would enter into a grant agreement with NTIA and assume operational and financial responsibility should an award be made (i.e., an Authorized Organizational Contact (AOC) as designated by CCR).

Applicants that involved multiple organizations and the key partnerships for the project should indicate that information in the Executive Summary (Question #7), Organizational Chart (#31), and Government and Other Key Partnerships (Question #32).

1-B. Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
Prefix: _____	Telephone Number: _____
First Name: _____	Fax Number: _____
Middle Name: _____	Email: _____
Last Name: _____	Other (Specify): _____
Suffix: _____	
Title: _____	

Enter full, accurate name and contact information for the person to be contacted on matters involving this application. It is crucial that we have accurate information, including a reliable phone, email, and fax number for rapid correspondence. Please complete this in full and attach a sheet if you want to provide additional contacts.

1-C. Other Required Identification Numbers	
i. Organizational DUNS: _____	ii. CCR : _____
iii. Funding Opportunity #: _____	iv. Catalog of Federal Domestic Assistance #: _____

As required by the Office of Management and Budget, all applicants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number. Your organization can obtain a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or via the Internet at <http://www.dunandbradstreet.com>. For more information about DUNS numbers, see <http://fedgov.dnb.com/webform/pages/dunsnumber.jsp>.

Please enter the applicant’s Central Contractor Registration (CCR) number (also known as a CAGE number). If your organization does not have a current CCR (CAGE) number, you must register in the CCR system available at <http://www.ccr.gov/StartRegistration.aspx>.

If there are multiple organizations involved in the project, only “the applicant” will need to supply the Organizational DUNS and CCR information.

NOTE: You will need to have a DUNS number in order to obtain a CCR number.

The federal funding opportunity number for BTOP is 0660-ZA28.
The CFDA number for BTOP is 11.557.

1-D Eligible Entities

Please classify your organization. (Note: If there are multiple organizations involved in the project, designate the lead applicant that would enter into a Loan or Grant agreement with the Agency and assume operational and financial responsibility should an award be made).

Local, State, or Other Government Entity

- State or State Agency
- Political subdivision of a State, including Local or County Government
- District of Columbia
- Territory or Possession of the United States
- Indian Tribe

Not for Profit Entity

- Non-Profit Corporation
- Non-Profit Foundation
- Non-Profit Institution
- Non-Profit Association

For Profit Entity

- For-Profit Corporation, LLC
- Socially and economically disadvantaged small business concern (SDB) as defined by section 8(a) of the Small Business Act, 15 U.S.C. §637

Other

- Cooperative or Mutual
- Native Hawaiian organization
- Please identify any others: _____

Please select the appropriate classification for your organization. This information will be used for reporting.

Applicants who are SDBs receive additional consideration in the review process. Note that the applicant need not be certified as an SDB, but must meet the definition of a SDB under the Small Business Act (15 U.S.C. § 637(a)(4)). For the purposes of this program, a small business concern is a firm that, together with its controlling interests and affiliates, satisfies the Small Business Administration's size standards for the applicant's industry classification, or is a broadband service or infrastructure provider with average gross revenues not exceeding \$40 million for the preceding three years. To qualify as a SDB, the applicant must be a small business concern for which one or more socially and economically disadvantaged individuals or an economically disadvantaged Indian tribe or Native Hawaiian organization, control the small business concern's management and daily business operations and unconditionally own 51

percent of the business. The Small Business Act defines socially disadvantaged individuals as “those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities,” and economically disadvantaged individuals as “those socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area who are not socially disadvantaged.” NTIA may request documentation supporting the applicant’s status as an SDB before granting an award.

1-E. Applicant Federal Debt Delinquency Explanation
Is the Applicant Delinquent On Any Federal Debt? <input type="checkbox"/> Yes <input type="checkbox"/> No (If “Yes”, provide explanation.)

Indicate whether or not the applicant is delinquent on any Federal Debt by checking the appropriate box. If the answer is “Yes”, the applicant should submit an explanation.

NOTE: Consistent with Department of Commerce policy, no award of Federal funds shall be made to an applicant that has an outstanding delinquent Federal debt until:

- (1) The delinquent account is paid in full;
- (2) A negotiated repayment schedule is established and at least one payment is received; or
- (3) Other arrangements satisfactory to the Department of Commerce are made.

1-F. Congressional Districts of:
c. Applicant HQ d. Project Service Area

The applicant should list the Congressional District(s) in which the proposed project(s) would be located. The applicant should also indicate the Congressional District(s) in which the organization’s facilities, including the organization’s headquarters, are located.

2a. Project Title
Identify a title for your project. [Limit 100 characters]

Please provide a title for your project.

2b. Project Description

Provide three or four sentences that most concisely describe the proposed project.

Your answer will be published on recovery.gov and broadbandusa.gov to illustrate the types of proposals received. [Limit 500 characters]

Please provide a few short sentences to describe your project. Because this brief description of the project will appear on publicly accessible websites, you should ensure that it describes your project fairly and in the light you want the public to see your proposal. For the same reason, you should avoid including any confidential or proprietary information in this description.

3. Multiple Submissions for BIP or BTOP

Identify in the table below any other applications that you have submitted for BIP or BTOP

<i>Project Type</i>	<i>Project Title</i>
<i>BIP Infrastructure</i>	
<i>BTOP Infrastructure</i>	
<i>BTOP Public Computer Center</i>	
<i>BTOP Sustainable Broadband Adoption</i>	

Application for Multiple Projects

If the applicant has submitted, or plans to submit, any other applications for BIP or BTOP funds, please indicate the project type for those applications in the table. Providing this information will allow NTIA to consider this application in the context of your overall bundle of proposals, which may include multiple submissions. If one entity provides complementary submissions for more than one BTOP category, the applicant will receive additional consideration under the evaluation of project purpose.

4. Application ID for Multiple Submissions for Identified Service Areas

Please identify any other applications that you have submitted to BIP or BTOP

Project Type: _____

ID Number: _____

The applicants do not need to be concerned about the Application ID number. The electronic application system will auto-generate the number for each application.

5. Estimated Funding (\$):

<i>*a. Federal</i>		
<i>*b. Applicant</i>		
<i>*c. State</i>		
<i>*d. Local</i>		
<i>*e. Other</i>		
<i>*f. Program Income</i>		
<i>*g. TOTAL</i>		

For Question #5, please enter the amount that you are requesting for the Federal government in (a). In (b) input the total matching funds the applicant organization is providing, both in cash and in-kind. Lines (c), (d), (e) should include any matching funds (both in cash and in-kind) from partners in your project. Finally, if you expect to generate income as part of your project, include the total amount of income in line (f). Total all of this in line (g). This total should be **identical to the total project cost** on line 5, column (g) of the budget form (SF424A).

2. Eligibility Factors

6. Eligibility Factors. *As a prerequisite to a full review against the evaluation criteria, each application must satisfy a number of Eligibility Factors. These verify an applicant's basic compliance with mandatory program requirements. **Failure to comply with all Eligibility Factors WILL RESULT IN IMMEDIATE REJECTION OF YOUR APPLICATION.***

- *This application satisfies all of the Eligibility Factors listed below:*
 - Yes*
 - No*
 - *The application must be completed fully, and all required supplemental documentation must be attached.*
 - *Applicants must commit to substantially completing their Project (as defined in the NOFA) within two years of the award date, and completing the Project within three years of the award date.*
 - *Applicants must credibly demonstrate that their Project advances at least one of the five statutory purposes for BTOP.*
 - *Applicant is providing matching funds of at least 20 percent towards to the total eligible project costs or is requesting a waiver of the matching requirement*
 - Yes, Providing at Least 20% Match*
 - No, Requesting Waiver*
 - *Applicants must demonstrate that but for Federal funding they would not have been able to complete their project during the grant period.*
 - *The budget for the project must be reasonable and all costs must be eligible.*

Purpose of Section: Demonstrates Understanding of Eligibility Factors

Question #6 requires applicants to acknowledge the ability to meet the Eligibility Factors. Compliance with all of these requirements will be confirmed by responses to other questions throughout the application. An applicant should respond in the affirmative to all of these questions or their application will be immediately rejected; however, the affirmative information will be reviewed throughout the application to ensure compliance substantively with all of the eligibility factors.

Filing for Waiver: Basis and Process

If you are applying for a waiver of the 20 percent matching requirement, attach a letter that clearly defines your need. The applicant must demonstrate that complying with the Recovery Act's mandated 20 percent match of grant funds received under this program is a financial hardship for your organization. An applicant applying for a waiver should submit complete financial documentation, including its assets, liabilities, operating expenses and revenues, and any other documents that would demonstrate financial need, such as denial of funding from a public or private lending institution.

3. Executive Summary

Directions for Written Responses: *Page limits are designated for all requested written responses. Per instructions in the NOFA, please use 12 point font with one-inch margins.*

7. Executive Summary of Overall Proposal: *Please provide an Executive Summary of the proposed Project. The Executive Summary should be a brief description of the Project, and address the following topics. [Two Page Limit]*

- *A statement of the problem or need your project addresses with regard to improving broadband service adoption rates*
- *Your overall approach to addressing the need, and how your approach is innovative*
- *Area(s) to be served; population of the target area(s), including demographic information; and for Sustainable Broadband Adoption projects the estimated number of potential broadband subscribers your project will reach*
- *Qualifications of the applicant that demonstrate the ability to implement the project and achieve its intended results*
- *Jobs to be saved or created*
- *Overall cost of the proposed project*

The executive summary is the applicant's opportunity to explain, as clearly and succinctly as possible, the most relevant points of their proposal – as defined above. The reviewers will read this section to receive a high-level, but comprehensive, introduction to the project. This summary must be limited to three pages. The summary should avoid highly technical terminology or jargon unless it is integral to the understanding of your proposal. We suggest the summary be written last, after having completed all other sections of the application. Applicants with involvement from multiple organizations and key partners should describe those relationships broadly here. ***The Executive Summary narrative should not introduce new information not included elsewhere in your application.***

Directions for Written Responses: Page limits for the written responses should be in 12 point font with one-inch margins.

4. Project Purpose

8. Project Purpose: Referring to Application Guidelines for this section, in a comprehensive overview of your Project, please clearly and concisely describe the following. Please provide specific data and relevant analysis to back your claims. [Two Page Limit]

- *The significance of the problem to be addressed*
- *The degree to which the proposed solution effectively addresses the problem and could be replicated by other organizations*
- *The degree to which both the problem and proposed solution advance at least one of the five BTOP statutory purposes.*
 - *Provide broadband access to consumers in unserved areas*
 - *Provide improved broadband access to consumers in underserved areas*
 - *Provide broadband education, awareness, training, access, equipment, and support to community anchor institutions, job-creating strategic facilities, and vulnerable populations*
 - *Improve access to and use of broadband by public safety agencies*
 - *Stimulate demand for broadband*
- *If your Project incorporates more than one BTOP program category (Broadband Infrastructure, Public Computer Centers, and Sustainable Broadband Adoption) or statutory purpose (list above), please describe how this Project will reinforce your other program objectives.*

You should check all the statutory purposes your project is intended to address, and there is a minimum requirement to address at least one of the BTOP purposes.

Your response to this question is your opportunity to present a compelling rationale for the project you are proposing. You should describe the problem(s) you are trying to solve in specific detail and include background information that supports your case. For example, if you are a community organization planning to work with a low-income population to increase use of broadband, you might cite the specific needs of this group for services to help raise income, employment, or education levels. These might include online training or certification classes, GED courses, or home-based businesses.

If your project addresses more than one of the statutory purposes, such as creating public computer centers and increasing broadband subscribership, explain how the combination will result in a stronger and more cohesive program.

9. Recovery Act and Other Governmental Collaboration: Describe how your project will leverage Recovery Act or other federal or state developmental programs. Please identify the programs themselves and the dollar value associated with each. In addition, describe how the collaboration can lead to greater project efficiencies.

Applicants are encouraged to collaborate with other Federal or state government programs, including any other Recovery Act programs. Some examples of Federal programs are listed in the chart below:

Some examples of federal programs that may be leveraged:

Department of Housing and Development:

- Public Housing Capital Fund Program
- Native American Housing Block Grant
- Assisted Housing Green Retrofit Program

National Science Foundation

- Academic Research Infrastructure Program: Recovery and Reinvestment (ARI-R²)
- Major Research Instrumentation Program (MRI-R²)

Department of Health and Human Services

- State and state designated entity grants for use of electronic health information

Department of Energy

- Smart Grid Investment Program

Department of Transportation

- Assistance for High Speed Rail Corridors and Intercity Passenger Service program.

Appalachian Regional Commission

- Area Development Program

Delta Regional Authority

- State grant funding program

10. Enhanced Services for Health Care Delivery, Education, and Children. *If applicable, describe how your project will enhance broadband service for health care delivery, education, and children as contemplated by the Recovery Act. Projects would need to demonstrate that they go beyond providing access to broadband to include more robust educational, health care, or related broadband service delivery. [One Page Limit]*

This question provides you an opportunity to outline how your proposed project will enhance broadband service for health care delivery, education, or children. Your answer should detail the impact your project will have on these key constituencies and explain how the project will, if approved, seek to benefit the greatest population of users.

11. Small and Disadvantaged Business Involvement. *If applicable, indicate whether you have established agreements in principle to create relationships with any socially and economically disadvantaged small business concerns, as defined by Section 8(a) of the Small Business Act, 15 USC 637, that may include a sub-awardee, contractor, subcontractor or vendor.*

All applicants should identify any agreements in principle that they have established with socially and economically disadvantaged businesses, as defined by Section 8(a) of the Small Business Act (15 U.S.C. § 637(a)(4)). To demonstrate that the partnership is valid, we recommend that applicants submit letters of support from any entity they list in this question.

5. Project Benefits

12. Innovative Approach. *Please describe how your approach to the problem of increasing broadband adoption rates is innovative, and explain why it improves upon conventional approaches to encouraging adoption. Programs may provide broadband education, awareness, training, access, equipment and/or support. [One Page Limit]*

Applicants that have proposed a broadband adoption program should summarize how the program will create a sustainable increase in broadband demand within the area and populations targeted by your proposal. Be certain to explain how your approach is innovative.

13. Household Subscribers. *How many total new home subscribers (household accounts) to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded? _____*

Applicants should describe the methodology used to estimate the total new home broadband subscribers you expect to generate through use of BTOP funds over the entire life of the

program. Wherever possible, the applicant should use objective and verifiable data as the basis for your estimate. If you are proposing to serve multiple areas you should provide the total number of new home subscribers for all areas.

14. Institutional Subscribers. *How many total new businesses and/or institutional subscribers to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded? _____*

Applicants should describe the methodology used to estimate the total new business and/or institutional broadband subscribers, such as community anchor institutions, you expect to generate through use of BTOP funds over the entire life of the program. Support your estimates by providing baseline information about institutions in your service area and their current broadband usage. If you are proposing to serve in multiple areas you should provide the total number of new business and institutional subscribers for all of the areas your program will serve.

15. Users of Public Access Facilities. *How many total users of broadband in public computer centers or users of broadband outside the home (e.g., in a community colleges) do you expect to generate through use of BTOP funds over the entire life of the program funded? _____*

Applicants should describe the methodology used to estimate the total number of new users of broadband in public computing centers or other public institutions created over the entire life of the program funded. Wherever possible, you should use objective and verifiable data as the basis for your estimate. For instance, you may provide estimates of the total number of people you expect to reach through a public awareness campaign, how you will support their use of broadband in public institutions, and what compelling applications of broadband you will promote. Then estimate, based on demographic and economic factors in the target population, how many of them are likely to become regular users of broadband service for education, employment, communication with family and friends, and other purposes. If you are proposing to serve multiple areas, you should provide the total number of users for all of your areas.

16. Population Demographics. *Indicate the demographic category or categories your program will serve by completing the questions below.*

- a. *Age distribution [Checkboxes with Census-level age categories]*
- b. *Ethnicity or ethnicities [Checkboxes with Census-level ethnicity categories]*
- c. *Gender [checkboxes Male/Female]*
- d. *Median Household Income [checkboxes with Census data]*
- e. *Educational levels [Box select: None, elementary, middle, secondary, college, masters, doctorate/post-doctorate]*
- f. *Disabilities status [physically disability, other disability]*
- g. *Unemployment rate*
- h. *Speakers of English as a second language, or non-English speaking status*

If your project will address the needs of specific groups, you should provide information here about those groups. You can check all of the categories that apply to your project. Several resources provided by the U.S. Census Bureau can aid an applicant in providing demographic and other information about local vulnerable populations, including:

- The DataWeb (<http://www.thedataweb.org/index.html>). The DataWeb is a network of online data libraries that the DataFerrett (<http://dataferrett.census.gov/index.html>) uses to access statistical information. Topics include census data, as well as economic, health, income, population, labor, employment, crime, and vital statistics data.
- U.S. Census Bureau's Guide to Census Tract Resources (<http://www.census.gov/geo/www/tractez.html>)
- U.S. Census Bureau Data Access Tools (<http://www.census.gov/main/www/access.html>)

17. People Trained/Educated. *If you intend to provide training or education, how many people **in total** will your program(s) reach? _____*

Applicants proposing a digital literacy or other training program should indicate the estimated number of people the proposed training program will serve over the period of your BTOP grant. The information you provide should relate only to the results of programs funded by BTOP. If you have existing programs that are not funded by BTOP grants, you should not include information about the beneficiaries of those programs here.

18. Scope of Training/Education Programs. *How many hours of training do you expect to provide per person on average for each participant in your training program(s), through completion of training for that individual? If you will offer multiple programs, provide estimates for each program. _____*

Applicants proposing a digital literacy or other training program should indicate the number of hours of training that each program participant will receive on average, for each BTOP-funded program you expect to provide. If you have existing programs that are not funded by BTOP grants, you should not include information about the beneficiaries of those programs here.

19. Instructors. *How many (FTE) instructors/facilitators will you employ for broadband and digital literacy training purposes, and what are their qualifications (training and experience)? [One Page Limit]*

Applicants proposing a digital literacy or other training program should indicate the number of full-time equivalent (FTE) instructors or facilitators the project will employ and discuss their training and experience as relevant to the specific needs of the population you will serve. The information you provide should relate only to the results of programs funded by BTOP. If you have existing programs that are not funded by BTOP grants, you should not include information about the beneficiaries of that program here.

20. Equipment Purchased. *How many broadband-related equipment units (e.g. computers, wireless devices) do you intend to purchase overall? _____*

Applicants that have proposed a program that will include providing equipment or computers to individuals, families or small businesses will provide an estimate of the number of computers or broadband devices that will be purchased as a result of the proposed program.

21. Cost of Devices. *What is the total up-front cost of this equipment? _____*

Applicants that have proposed a program that will include providing equipment or computers to individuals, families or small businesses will provide the total amount budgeted for purchase of this equipment.

22. Loan Program Participants. *If you are providing an equipment purchase or loan program, for how many households, businesses and/or institutions do you expect to provide equipment or computers?*

Households _____ *Businesses* _____ *Institutions* _____

Applicants that have proposed a program that includes loans for the purchase of service or equipment will provide the total number of anticipated participants in each category.

23. Loan Cost to Borrower. *If you are employing a loan program for purchases of service or equipment, what will be the total cost to the typical customer you assist over the life of the loan, including all interest and fees?* _____

Applicants that have proposed a program that include loans for the purchase of service or equipment will provide the total cost that participants in the proposed affordability program will pay over the life of the loan, including all interest and fees.

24. Target Population, Awareness Campaign. *If you are conducting an awareness campaign, how many people do you expect your campaign will reach?* _____

Applicants will identify the number of people they expect to reach through their public education and awareness efforts. You should substantiate your forecasts with quantitative data to the greatest extent possible. For instance, if you will use a Spanish-language newspaper to promote your project, provide estimates of circulation or readership. If you will make public presentations, estimate the size of the audience you will reach over the life of your project through civic organizations, religious institutions, or community groups.

25. Awareness Campaign Methods. *Briefly describe the targeting, media, and messaging strategies your awareness campaign will employ. [Two Page Limit]*

Applicants will provide information detailing the public education and awareness campaigns they will conduct as a part of their proposed project. For each medium or method proposed, the applicant should identify the target demographic, the expected number of persons reached and the estimated change in broadband subscription rates. Also explain why the methods you have chosen are appropriate to your target audiences.

26. Measuring Campaign Impact. *Describe how you will measure the impact of the awareness campaign. [One Page Limit]*

Your awareness campaign may take many forms, e.g., flyers, posters, mailings, placement of notices in print media targeted to the populations your project is serving, presentations at meetings, interviews, word-of-mouth, or hosted outreach events. The impacts will be measured by increases in the use of and/or subscribership to broadband services. For instance, if you are working to increase participation by a particular demographic group, then increased use of public computer centers by that group is an important indicator. If you are trying to build sustainability, then contributions or new partnerships might serve as an indicator of impact. The awareness campaign should be tailored to the benefits you seek to accrue to the project.

27. Total Cost Per New Subscriber. *What is the total cost of your project per new subscriber (household, individual, or institutional) or new end-user?*

Applicants will provide an average cost per new subscriber for the proposed project. This information will be used to evaluate the project's cost-effectiveness.

6. Project Viability

28. Technology Strategy: *Explain the mechanics and operational details of your project and how your approach is an effective and appropriate means of creating sustainable adoption in your target population. Explain how your innovative solution(s) would be feasible in other situations. [Two Page Limit]*

Present the details of your operational plan and describe how your approach is innovative and replicable. You do not need to repeat information presented in other answers – focus in this section on how you will carry out the project and whether it is a model that others can replicate or adapt.

29. Management Resumes: *Provide resumes and/or biographical summaries for the members of your senior management team and project team, emphasizing skills and experience relevant to the proposed program. Please refer to specific projects and outcomes that demonstrate the team's ability to execute this project based on past experience, and to manage federal funds effectively. [Each resume can be up to one page; limit biographical summaries to 1/2 page.]*

The answer to Question #29 should help to make the case for the proposed project's viability, all applicants will submit the resumes of persons with significant management responsibilities or other responsibilities vital to the success of the proposed program. In addition to the

resumes, you will submit a summary of past projects that illustrate the preparedness and/or expertise of your team.

30. Organizational Readiness: *Please describe key factors that demonstrate your organization will be prepared to implement, operate and sustain your project using federal funds. Include past experience in managing projects of comparable size and complexity. [One Page Limit]*

Applicants should describe the organizational mechanisms you have established to handle the implementation, management, and operation of the proposed broadband services network. You should also discuss how you plan to handle functions such as network management, billing, and customer care, and indicate whether any of these systems are already in place. If multiple organizations and key partnerships are involved in the project, the applicant should describe how these additional partners will enhance the “organizational readiness” for the project.

31. Organizational Chart: *Please attach a chart describing how the project team relates to the overall structure of your organization.*

Applicants will submit a chart showing the governance and management structure of their organizations, and how the project team fits into the organization. If multiple agencies or key partnership are involved with the project, the organizational charts should reflect the partnership.

32. Key Partners: *Provide a list of key partners (from the public, private and non-profit sectors), including community anchor institutions and public safety entities, community organizations, vendors or contributors of in-kind or cash support, and/or other resources which are integral to the success of this project. For each, include the name and title of a contact person, the organization’s name, and its role in or contribution to the project. Support from partners may include funding, educational or training services, technical advice or support, outreach, facilities, or other products or services.*

Applicants will use this question to illustrate the level of local community participation in the proposed project. Please identify organizations from the public, non-profit, and private sectors, with particular attention to community anchor institutions and public safety entities, that will be involved in the project. The list might include community organizations, subcontractors, vendors, public safety entities, or institutions such as universities and libraries. You should also outline each organization’s planned role in the project. Submit documentation, such as letters of support, from each of the organizations that will be involved in the project. You must provide the name and address for each partner, as well as the name and contact information

(at minimum, a phone number or email address) for a contact person at each partner organization.

33. Partnering with Disadvantaged Businesses: *If applicable, indicate whether you have established agreements in principle to partner with socially and economically disadvantaged small businesses (SDB), as defined by Section 8(a) of the Small Business Act, 15 U.S.C. 637. Please list the company, a contact person, and briefly describe the partnership purpose. (Limit ½ Page)*

All applicants should identify any agreements in principle that they have established with socially and economically disadvantaged businesses, as defined by Section 8(a) of the Small Business Act (15 U.S.C. § 637(a)(4)). To demonstrate that the partnership is valid, we recommend that applicants submit letters of support from any entity they list in this question.

34. Project Timeline and Challenges. *Please provide a detailed implementation plan on a quarterly basis that shows the phases of the project and establishes key milestones. Include such activities as construction, staffing and hiring, resource development, staff training, equipment purchases, and installation. Also, include a description of key challenges or risks to the timely completion of the project, including any mitigation plans to address the risks. [Two Page Limit]*

Applicants will submit a plan for the period of the proposed project. The plan should include at least quarterly milestones, though the applicant may set more frequent milestones if desired. Be certain to cover any areas that will aid reviewers in assessing how the applicant plans to achieve each goal or milestone. Milestones might include hiring of key staff, finalizing of program curricula, purchase of equipment, installation and configuration of new computer terminals or in-building networking, a “grand opening” of new or improved facilities, timelines for graduating classes from new training programs, or other items critical to the success of the proposed project. The schedule should clearly identify the start dates and expected completion of different phases of the project.

Additionally, applicants will describe issues or barriers that could delay the proposed project’s implementation. Applicants will assess the likelihood of each risk or challenge, estimate the impact each would have on the project and the project schedule, and outline a mitigation plan for addressing it.

For BTOP, a project is considered “substantially complete” when the awardee has met 67 percent of the project milestones and received 67 percent of its award funds. Projects will be

evaluated on the demonstrated ability of the applicant to promptly start the project and the reasonableness of the project timeline and associated milestones. NTIA encourages project schedules that will be completed in two years.

35. Licenses and Regulatory Approvals. *If applicable, please list any local, state or federal licenses and regulatory approvals required to complete your project, and indicate the status of each.*

All applicants will submit a list of any licenses and regulatory approvals that are required to provide the proposed services. These might include construction permits, wireless service licenses, fire and safety permits, etc. Please indicate the status of each (such as “not applied for”, “pending”, or “approved”).

36. Legal Opinion. *Please attach a legal opinion that addresses the Applicant’s ability to enter into the award agreement and briefly describe any relevant pending litigation matters.*

All applicants will submit a legal opinion that verifies that the applicant can enter into the grant. BTOP-only applicants are only required to describe “material” litigation matters. For this purpose, “material” litigation means any litigation that is deemed significant to an applicant’s financial health and would be required to be referenced in the applicant’s annual audited financial statements, report to shareholders or similar documents.

7. Project Budget & Sustainability

37. Budget Narrative. *Please provide a narrative that explains the project budget proposed on SF 424 A and spending plan (timeline) in sufficient detail for reviewers to determine whether the expenditures are reasonable, necessary, and appropriate to the solution you are proposing.*
[Two Page Limit]

Applicants must submit a concise narrative that explains how the proposed budget is necessary and appropriate for the program you are proposing. **It is critically important to clearly indicate to reviewers and the NTIA how the budget is related to the specific activities you are proposing.** If they are not able to determine whether your budget is complete and sensible, your proposal may be rejected without further review.

Cost breakdowns by category that may or may not be captured in the SF-424 A or C should be included here for line items of particular importance to your program, such as personnel, contractual, or equipment. Explain how and when you expect to spend the funds provided by

BTOP as well as any matching contributions (in cash or in kind). If travel is included, explain why it is necessary to achieve your objectives. Including any pertinent “ratios” of cost/benefit in dollars spent per expected program result (such as \$/training program graduate) is also helpful for reviewers.

38. Budget Reasonableness. *Concisely and convincingly explain why the costs you propose are reasonable to carry out your project, are eligible, and the allocation of funds will be sufficient to complete the tasks outlined in the project plan. Provide any relevant data and summaries of your analysis. [One Page Limit]*

In this section, justify the costs you are proposing based on past experience, competitive bids, published prices, local norms, or other specific metrics. Please follow closely your budget narrative. Describe how you arrived at particular costs and why you believe they are reasonable based on the tasks you will undertake. Ensure that each cost is eligible for funding under this program. Explain why your budget is sufficient to carry out your project.

39. Demonstration of Financial Need. *Provide documentation that the project would not have been implemented during the grant period without federal grant assistance. This documentation may consist of, but is not limited to, such items as a denial of funding from a public or private lending institution, denial of a funding request from a foundation or other organization, or a current fiscal year budget that shows the lack of available revenue options for funding the project. [One Page Limit]*

All applicants must clearly outline how and why their proposed project requires federal grant assistance and may not have been possible without these funds. You may include denied funding requests or budgetary data that shows you would not have been able to pay for proposed programs on your own or with readily-available alternate funding sources, but if these rejections suggest that your program budgets are wasteful, mismanaged, or unreasonable this will be insufficient demonstration. You may also describe any efforts to obtain funding that have been unsuccessful due to economic issues in your state or locality. If you have never applied for funding of any kind before, you should articulate why you have not, and why funds provided under the BTOP program would not be provided by another funding source.

40. Historical Financial Statements. Provide detailed organization financial statements for the last two years: a) Income Statement; b) Balance Sheet; c) Statement of Cash Flows. If your organization was established less than two years ago, provide all available information

All applicants must submit recent financial statements or reports based on their organization's regular operating activities to aid reviewers and the NTIA in assessing the financial health of the applicant. A standard annual Income Statement, Balance Sheet and Statement of Cash Flows based on generally accepted accounting principles are preferable. If your organization cannot readily produce this data in a standard format, you should explain why not, and provide comparable data, such as your most recent IRS Form 990 or annual audit, that provides as detailed a picture as possible of your financial history for a minimum of one year prior to your submission of this application. If appropriate, you may include Notes on Financial Statements that explain costs and revenues by major categories, and you may make note of any abnormal or one-time charges, large liabilities or asset transactions, legal actions, or other financial events you feel require explanation.

41. Sustainability. Please indicate whether and how the project will be sustained beyond the funding period. Also discuss how the projected increases in broadband adoption rates will be sustained beyond the grant period. [One Page Limit]

All applicants will submit a narrative detailing how the expected increases in broadband adoption rates will be sustained without ongoing federal grant assistance after the funding period and grant program has concluded. The description should include an explanation for why the applicant believes increases in subscriber rates will be sustainable over time. Applicants should demonstrate how any costs associated with training and/or other recurring expenses will be covered after the grant expires.

42. Matching Funds. Please describe the matching funds (both cash and in-kind) you plan to devote to this project and document their source(s), including the percentage of your match and whether the match is all cash. Attach letters of commitment from proposed sources. **If you have requested a waiver of the matching requirement, provide a letter attachment clearly defining your need. An applicant applying for a waiver should submit complete financial documentation, including its assets, liabilities, operating expenses and revenues, and any other documents that would demonstrate financial need, such as denial of funding from a public or private lending institution.**

All applicants must describe the matching fund amounts, both cash and in-kind, that your organization and its funding sources will provide directly to the execution of this project. If you

cannot provide the full 20 percent cost share, please describe what you can provide and file for a waiver of the rest. You will receive higher scores for exceeding the 20 percent minimum cost sharing requirement, and you are strongly encouraged to use every means possible to consolidate additional cash funds to apply to this project from sources such as state, local, and philanthropic organizations, economic development funds, and financial assistance programs. You are also encouraged to seek in-kind contributions to be directly used in the project. These in-kind contributions must be directly attributable to budget items you have identified for your project, and must be “eligible costs” as defined in the Notice of Funding Availability. Such costs may be products, services, equipment, or other forms of direct assistance to your proposed program. In-kind contributions which are shared-use with other activities or projects not directly related to this program will not be eligible for application to matching fund amounts in most cases, and should only be included if you can clearly demonstrate the portion of those shared-use contributions which will directly apply to your proposed project.

If you are applying for a waiver, you must clearly demonstrate that complying with the Recovery Act’s mandated 20 percent match of grant funds received under this program is a financial hardship for your organization with concrete documentation that you have attempted to seek funding to meet the 20 percent match requirement through every means reasonably possible, but have not been successful. Your accounting statements, budgets, and financial information will be scrutinized to validate a requested waiver of mandated matching funds for both validity and reasonableness.

43. Unjust Enrichment: *Please state whether this project is receiving, or if you have applied for, any Federal support for non-recurring costs in the area for which you are seeking an award. If so, please state how much and from which federal program.*

In Question #43, all applicants must disclose whether they (or their projects) are receiving, or have requested, Federal support for non-recurring costs in the service area for which they are seeking an award. Non-recurring costs are one-time capital expenses. In awarding grants under BTOP, NTIA will consider whether an award for a proposed infrastructure project will result in unjust enrichment through support for project-related non-recurring costs through another federal program. Note that applicants are encouraged to leverage funding from this program with funding from other federal programs. Such leveraging will not be considered unjust enrichment unless applicants receive duplicative federal funding to cover the same costs.

44. Disclosure of Federal and/or State Funding Sources. Please disclose the source and amount of other federal or state funding received or requested for activities or projects to which this project relates. Please specify all Universal Service Fund (USF) funding delineated by specific program.

All applicants must disclose the source and amount of other federal or state funding the applicant has received, or has requested, for projects to which the application relates. This disclosure must include funding from all Universal Service Fund funds including, but not limited to, funding from the Schools and Libraries Program, Rural Health Care Program and Pilot Program, and the High Cost Program.

45. Buy American Requirement: Are you seeking a waiver of the Buy America provision?

- Yes. If yes, please provide a legal justification.
- No

Applicants should be aware that the Recovery Act prohibits the use of funds that are used for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufacturing goods used in the project are produced in the United States. This restriction is generally known as the Buy American provision. On July 1, 2009, the Secretary of Agriculture and the Secretary of Commerce each published a notice stating that they had granted a limited waiver of the Buy American provision with respect to BIP and BTOP funds used for certain broadband equipment. The scope of the waiver applies to the broadband equipment listed below.

Type of Broadband Equipment	Purpose of the Broadband Equipment
Broadband Switching Equipment	Equipment necessary to establish a broadband communications path between two points.
Broadband Routing Equipment	Equipment that routes data packets throughout a broadband network.
Broadband Transport Equipment	Equipment for providing interconnection within the broadband provider's network.
Broadband Access Equipment	Equipment facilitating the last mile connection to a broadband subscriber.
Broadband Customer Premises Equipment and	End-user equipment that connects to a

End-User Devices	broadband network.
Billing/Operations Systems	Equipment that is used to manage and operate a broadband network or offer a broadband service.

Note that the Buy American provision applies only to public works and public buildings. Private projects are exempt from the provision. If an applicant forms a public-private partnership (e.g., a corporation partnering with a local government), it will be treated as “public” and will be subject to the Buy American provision. If the applicant wishes to use iron, steel, or manufactured goods that are not covered by the Secretaries’ waivers, it may request a limited waiver, on a case-by-case basis, as part of its application. The applicant’s request must provide the legal justification for receiving the waiver. The list of items not currently subject to the waiver, include fiber optic cables, coaxial cable, cell towers, and other facilities or goods that are produced in sufficient quantities in the United States.

8. DOC Environmental Checklist

46. This section is to be completed for those projects historically shown not to create significant environmental impacts to the human or natural environment. Any answer of “No” or “Not Applicable” may require additional documentation or review.

a. Is the proposed action solely a procurement action for materials intended to be installed, stored or operated in an existing building or structure?

- Yes
- No
- Not Applicable

b. If the proposed action involves procurement of electronic equipment, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

- Yes
- No
- Not Applicable

c. Does the proposed action involve only minor interior renovations to a structure, facility, or installation?

- Yes
- No
- Not Applicable

d. Is the proposed action solely for the production and/or distribution of informational materials, brochures, or newsletters?

- Yes
- No
- Not Applicable

e. Does the proposed action consist solely of training, teaching, or meeting facilitation at an existing facility or structure?

- Yes
- No
- Not Applicable

The applicant must complete and upload the environmental questionnaire and any applicable documents.

9. Compliance and Certification

Certifications

- (iv) I certify that I am authorized to submit this grant application on behalf of the eligible entity(ies) listed on this application, that I have examined this application, that all of the information and responses in this application, including certifications, and forms submitted, all of which are part of this grant application, are material representations of fact and true and correct to the best of my knowledge, that the entity(ies) that is requesting grant funding pursuant to this application and any subgrantees and subcontractors will comply with the terms, conditions, purposes, and federal requirements of the grant program; that no kickbacks were paid to anyone; and that a false, fictitious, or fraudulent statements or claims on this application are grounds for denial or termination of a grant award, and/or possible punishment by a fine or imprisonment as provided in 18 U.S.C. §1001 and civil violations of the False Claims Act.*
- (v) I certify that the entity(ies) I represent have and will comply with all applicable federal, state, and local laws, rules, regulations, ordinances, codes, orders and programmatic rules and requirements relating to the project. I acknowledge that failure to do so may result in rejection or deobligation of the grant or loan award. I acknowledge that failure to comply with all federal and program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.*
- (vi) I certify that the entity(ies) I represent has and will comply with all applicable administrative and federal statutory, regulatory, and policy requirements set forth in the DOC Pre-Award Notification, published in the Federal Register on February 11, 2008 (73 FR 7696), as amended; DOC Financial Assistance Standard Terms and Conditions (Mar. 8, 2009); DOC American Recovery and Reinvestment Act Award Terms (April 9, 2009); and any Special Award Terms and Conditions that are included by the Grants Officer in the award."*

Authorized Representative's Signature _____ Date _____

Name: _____

Title: _____

Other Federal Forms and Certification Requirements

SF-424A, Budget Information—Non-Construction Programs

SF-424B, Assurances—Non-Construction Programs

SF-424C, Budget Information—Construction Programs

SF-424D Assurances—Construction Programs

CD-346, Applicant for Funding Assistance

CD-511, Certification Regarding Lobbying

CD-512, Certification Regarding Lobbying—Lower-Tier Covered Transactions

SF-LLL, Disclosure of Lobbying Activities

Legal Opinion

The documents listed above need to be certified and completed by the applicant to ensure compliance with Federal Statutes and regulations. All applicants must complete the certifications section of the application. You should read each certification carefully to ensure that you understand and agree to it before signing. Using the forms, schedules and attachments “as-is” will expedite application processing.

Section D: Glossary

Administrator means the RUS Administrator, or the Administrator's designee.

Applicant means an entity requesting approval of an award under this NOFA.

Assistant Secretary means the Assistant Secretary for Communications and Information, National Telecommunications and Information Administration, Department of Commerce, or the Assistant Secretary's designee.

Award documents mean, collectively, grant agreement, loan documents and/or loan/grant combination documents.

Award means a grant, loan, or loan/grant combination made under this NOFA by either RUS or NTIA.

Awardee means a grantee, borrower, or borrower/grantee.

BIP means the Broadband Initiatives Program, administered by the RUS, under the Recovery Act.

Borrower means the recipient of a RUS loan under this NOFA.

Borrower/grantee means the recipient of a RUS loan/grant combination under this NOFA.

Broadband means providing two-way data transmission with advertised speeds of at least 768 kilobits per second (kbps) downstream and at least 200 kbps upstream to end users, or providing sufficient capacity in a middle mile project to support the provision of broadband service to end users within the extended project area.

BTOP means the Broadband Technology Opportunities Program, administered by NTIA, under the Recovery Act.

Build-out means the construction or improvement of facilities and equipment as specified in the application.

Community anchor institutions means schools, libraries, medical and healthcare providers, public safety entities, community colleges and other institutions of higher education, and other community support organizations and agencies that provide outreach, access, equipment and support services to facilitate greater use of broadband service by vulnerable populations, including low-income, unemployed, and aged.

Critical community facilities means public facilities that provide community services essential for supporting the safety, health, and well-being of residents, including, but not limited to, emergency response and other public safety activities, hospitals and clinics, libraries and schools.

Forecast period means the time period used by RUS and NTIA to determine if an application is financially feasible. Financial feasibility of an application is based on five-year projections.

Grant agreement means the agreement between RUS or NTIA and the grantee for grants awarded under the July 2009 NOFA, including any amendments thereto, available for review at <http://www.broadbandusa.gov>.

Grant funds mean federal funds provided pursuant to a grant made under the July 2009 NOFA.

Grantee means the recipient of a grant under the July 2009 NOFA.

Last Mile project means any infrastructure project the predominant purpose of which is to provide broadband service to end users or end-user devices (including households, businesses, community anchor institutions, public safety entities, and critical community facilities).

Last Mile Non-Remote project means any broadband infrastructure project (or group of projects) that is not exclusively a last mile remote area project, and that provides broadband service to the end user or end-user devices in a service area eligible for BIP funding.

Last Mile Remote Area project means any broadband infrastructure project that provides broadband service to the end user or to end-user devices only in a remote area(s) eligible for BIP funding.

Loan means any loan made under this NOFA by RUS.

Loan contract means the loan agreement between RUS and the borrower, including all amendments thereto, available for review at <http://www.broadbandusa.gov>.

Loan documents mean the loan contract, note(s), and security instrument between the borrower and RUS and any associated documents pertaining to the loan.

Loan/grant means any loan/grant combination made under the July 2009 NOFA by RUS.

Loan/grant contract means the loan/grant contract between RUS and the borrower/grantee, including all amendments thereto available at <http://www.broadbandusa.gov>.

Loan/grant documents mean the loan/grant contract, note(s), and security instrument between the borrower/grantee and RUS and any associated documents pertaining to the loan/grant.

Middle Mile project means a broadband infrastructure project that does not predominantly provide broadband service to end users or to end-user devices, and may include interoffice transport, backhaul, Internet connectivity, or special access.

Pre-application expense means any reasonable expense incurred after the release of the July 2009 NOFA to prepare an application, including engineering costs and accountant/consultant fees.

Proposed funded service area means the area (either in all or part of an existing service area or a new service area) where the applicant is requesting BIP or BTOP funds to provide broadband service pursuant to the July 2009 NOFA.

Public computer center means a place, including but not limited to community colleges, libraries, schools, youth centers, employment service centers, Native American chapter houses, community centers, senior centers, assistive technology centers for people with disabilities, community health centers, and Neighborhood Network Centers in public housing developments, that provide broadband access to the general public or a specific vulnerable population, such as low-income, unemployed, aged, children, minorities and people with disabilities.

RE Act means the “Rural Electrification Act of 1936,” as amended (7 U.S.C. § 901 *et seq.*).

Recovery Act means the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, 123 Stat. 115 (2009).

Remote area means an unserved, rural area 50 miles from the limits of a non-rural area.

Rural area means any area, as confirmed by the latest decennial census of the Bureau of the Census, which is not located within: (i) a city, town, or incorporated area that has a population of greater than 20,000 inhabitants; or (ii) an urbanized area contiguous and adjacent to a city or town that has a population of greater than 50,000 inhabitants. For purposes of the definition of rural area, an urbanized area means a densely populated territory as defined in the latest decennial census of the U.S. Census Bureau.

Service area means the entire area within which a service provider either offers or intends to offer broadband service and may include the proposed funded service area.

State means, for purposes of BTOP, a state or political subdivision thereof, the District of Columbia, or a territory or possession of the United States.

Underserved area means a proposed funded service area, composed of one or more contiguous census blocks meeting certain criteria that measure the availability of broadband service and the level of advertised broadband speeds. These criteria conform to the two distinct components of the Broadband Infrastructure category of eligible projects—last mile and middle mile. Specifically, a proposed funded service area may qualify as underserved for last mile projects if **at least one** of the following factors are met, though the presumption will be that more than one factor is present: (i) no more than 50 percent of the households in the proposed funded service area have access to facilities-based, terrestrial broadband service at greater than the minimum broadband transmission speed (set forth in the definition of broadband above); (ii) no fixed or mobile broadband service provider advertises broadband transmission speeds of at least three megabits per second (“mbps”) downstream in the proposed funded service area; or (iii) the rate of broadband subscribership for the proposed funded service area is 40 percent of households or less. A proposed funded service area may

qualify as underserved for middle mile projects if one interconnection point terminates in a proposed funded service area that qualifies as unserved or underserved for Last Mile projects.

Unserved area means a proposed funded service area, composed of one or more contiguous census blocks, where at least 90 percent of households in the proposed funded service area lack access to facilities-based, terrestrial broadband service, either fixed or mobile, at the minimum broadband transmission speed (set forth in the definition of broadband above). A household has access to broadband service if the household can readily subscribe to that service upon request.