Sustainable Broadband Adoption

Contact Information

Please provide complete and accurate name and contact information for the Applicant's primary contact person. NTIA will use the information entered here to contact this person on matters involving the application. It is crucial that the BTOP program has accurate information, including a reliable phone, email, and fax number for rapid correspondence. Reminder: All information provided in the contact section will be made public.

Applications submitted on behalf of multiple organizations should provide contact information for the prime Applicant. Those organizations that serve as partners in the project should be identified at later stages in the application including in the —Executive Summary,□ in the questions requesting information on partnerships under the —Organizational Readiness□ section and in the uploads labeled —Management Team Resumes and Organizational Chart□ and —Government and Key Partnerships.□

Additional Contacts

The Applicant should provide complete and accurate name and contact information for any additional persons to be contacted on matters involving this application. It is crucial that NTIA has accurate information for alternate points of contact in the event that the primary contact becomes unreachable or is no longer affiliated with the Applicant organization. Please enter a reliable alternate phone, email, and fax number for rapid correspondence.

Organization Information

All Applicants are required to provide a DUNS number. Applicants are required to record their DUNS number in the grant application. If the Applicant's organization does not have a DUNS number, call **1-866-705-5711** to obtain a DUNS number, or register online at http://fedgov.dnb.com/webform, and **choose the "DUNS number only" option**. **Please note that registration via the Web site may take over three business days to complete.**

All Applicants also are required to register in the Central Contractor Registration (CCR) database. Organizations that are not registered should go to www.ccr.gov, and click "Start New Registration" to begin. Applicants will need a valid DUNS number and their organizations' Federal Tax Identification Number to register. **Please note that registration may take up to two business days to process.** The CCR registration allows for instant confirmation of DUNS registration. Please make sure to enter the correct nine digit number to avoid any delays. The online application will confirm and register the Applicant with a CCR Cage Code. **Please remember, this can take up to 24 hours to complete.**

When an application is submitted by multiple entities it must include the DUNS number associated with the lead Applicant. The DUNS numbers for other entities or a new, shared DUNS number are not required for the application process.

If the Applicant receives an award, subrecipients will need to supply DUNS numbers during the post award reporting phase.

Additional Organization Information

Question: Type of Organization. Please select the appropriate classification for your organization from the dropdown menu. Choices include the following:

- State or State Agency
- County Government
- City or Township Government
- District of Columbia
- US Territory
- Indian Tribe
- Non-profit Corporation

- Non-profit Foundation
- Non-profit Institution
- Non-profit Association
- Cooperative or Mutual
- Native Hawaiian Organization
- For-profit Entity
- Other

The Applicant must select the appropriate classification for its organization.

Question: Is the organization a small business?
The Applicant is required to indicate whether its organization is a small business. For the purposes of this program, a small business 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.

Question: Does the organization meet the definition of a socially and economically disadvantaged small business concern?
The Applicant is required to indicate whether its organization meets the definition of a socially and economically disadvantaged small business concern (SDB). Applicants that are SDBs receive additional consideration in the review process. Note that the Applicants need not be certified as an SDB by a third-party, but must meet the definition of an SDB under the Small Business Act (15 U.S.C. § 637(a)(4)).
The Small Business Administration has authorized NTIA to adopt an alternative small business size standard for BTOP's definition of an SDB, which is:
—[A] firm, together with its controlling interests and affiliates, with average gross revenues not exceeding $40 million for the preceding three years, and that meets the definition of a socially and economically disadvantaged small business concern under the Small Business Act.
To qualify as a SDB, the Applicant must be a small business concern (including its controlling interests and affiliates) with revenues not exceeding $40 million for the preceding three years, 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 at least 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. The Small Business Administration's rules for determining socially disadvantaged individuals (13 CFR § 124.103) and economically disadvantaged individuals (13 CFR § 124.104) are available online at http://www.sba.gov/regulations/124/. NTIA may request documentation supporting the Applicant's status as a SDB before granting an award.

A for-profit corporation does not need to be to be a SDB to be eligible to apply for funding (see NOFA section V.A.). All types of for-profit corporations are eligible to apply for funding. Applications in which the Applicant is a SDB or partners or contracts with a SDB are given additional consideration (see NOFA sections VII.A.2.a.iv.).
Authorized Organizational Representative Question: Please select the Authorized Organization Representative from the dropdown.

The Applicant should select its Authorized Organization Representatives (AOR) from the dropdown list. The list of AOR options will be generated from the Applicant's CCR Cage Code, based on the DUNS number provided in the Organizational Information section. After the AOR is selected and the Applicant clicks Confirm, the AOR's name, organization, and email address will appear in the data list. The Applicant should click the Notify button. This will send an email to the selected person that will direct them to Easygrants to authorize the application. Once this has been done, the Applicant will be able to resend this email at any time by clicking the Re-Notify button. Please note that once the AOR has been selected, the Applicant will not be able to alter this selection without contacting the BTOP Helpdesk. Once the AOR has received the email notification, he or she will be able to log into Easygrants, select the Applicant's information, review basic application information, and authorize the application. Once the AOR has completed this process, the Authorization page will show in the Result column that the application has been authorized.

Project Description
Question: Project Title
The Applicant must provide a title for its project, one that is descriptive and illustrates the purpose of the project.
Question: Project Description
The Applicant should provide a few short sentences to describe the project. Because this brief description of the project will appear on publicly accessible web sites, the Applicant should ensure that it describes the project fairly and in the light the Applicant wants the public to see its proposals. For the same reason, the Applicant should avoid including any confidential or proprietary information in this description. It is useful for project descriptions to highlight the key theme or purpose of the project, along with briefly answering the ‗who,' ‗what,' ‗when,' ‗where,' and ‗why' of the proposal. The key theme identified in the project description should be carried throughout the application.
This response is limited to 400 characters.
Other Applications

Question: Is this application being submitted in coordination with any other application being submitted during this round of funding, or with an application that received an award in the previous round of funding?
If the Applicant has submitted, or plans to submit, any other related applications for BTOP funds in this round of funding, please indicate the Easygrants ID and Project Title for those applications in the table. If one entity provides complementary submissions for more than one BTOP category, the Applicant will receive additional consideration under the evaluation of Project Purpose. Applicants will need to begin applications in Easygrants for each coordinated project in order to obtain an Easygrants ID.

Question: If YES, please explain any synergies and/or dependencies between this project and any other applications. Describe how the projects are related, and detail any synergies created by the projects. Also the Applicant should note any dependencies this application may have on other applications and explain what contingency plans, if any, it has in the event the other project does not receive an award.
The Applicant is required to explain the synergies and/or dependencies between this project and other applications. As an example, a SBA Applicant may be coordinating its application with a CCI application. The ability of the SBA Applicant to complete its project may depend on the success of the CCI application. This is the type of dependency that should be stated in this section.
This response is limited to 3000 characters.

Individual Background Screening

Question: Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this application?
The DOC Grants and Cooperative Manual (the Grant Manual) requires individual background screening of project key individuals associated with each Applicant in connection with any NTIA decision to fund a BTOP project, unless the Applicant is within one of the exemptions to this rule. Each Applicant must make the determination whether it is exempt, using the guidance below.

The following Applicants are **EXEMPT** from the individual background screening process, and key individuals associated with these Applicants are therefore not required to complete individual background screening:

- An accredited college or university;
- A unit of a state or local government; or
- An economic development district designated by the DOC Economic Development Administration, including those entities whose designations are pending, and councils of governments.

All other Applicants are **NON-EXEMPT** and must complete the subsequent question by identifying key individuals associated with the proposed project.

Question: If the answer to the above question is "No," please identify each key individual associated with the Applicant that would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this application.
If the Applicant answered —No,” then it is *not exempt* from the individual background screening requirement. Key individuals associated with the non-exempt Applicant must comply with the background screening requirements in connection with any NTIA decision to fund a BTOP award to the Applicant. In general, each key individual may comply with this requirement by filing with NTIA a properly completed Form CD-346, —Applicant for Funding Assistance,” containing the individual‘s original signature. BTOP program staff members will request this form from the Applicant as part of the due diligence process when reviewing the application. **DO NOT submit any completed CD-346 Forms at this time.**

The Applicant should provide the name, title, and employer of each key individual associated with the Applicant, as defined in the following chart:

Corporation/LLC	Each officer Each individual owning or controlling 20 percent or more of the enterprise Chief Financial Manager Project Manager Anyone else who can speak for the corporation in the management of the award or expend funds
Non-profit Organization	Executive Director Project Manager Chief Financial Manager Anyone else who can speak for the organization in the management of the award or expend funds

Do not list as a key individual any elected official of a state or local government who is serving the Applicant in a capacity other than his or her elected capacity when applying for assistance. Such officials are exempt from the individual background screening requirement and are not required to submit Form CD-346.

Select —Add/Edit” to answer the Essay Questions.

Question on Executive Summary of the Proposed Project: Please provide an Executive Summary of the proposed Project. The Executive Summary should be a brief description of the Project, and may address the following topics:

a. A statement of the problem or need your project addresses with regard to improving broadband service adoption rates.
b. Your overall approach to addressing the need, and how your approach is innovative.
c. Area(s) to be served; population of the target area(s), including demographic information; and the estimated number of potential broadband subscribers your project will reach.
d. Qualifications of the applicant that demonstrate the ability to implement the project and achieve its intended results.
e. Jobs to be saved or created.
f. Overall cost of the proposed project.
Applicants should provide a clear and compelling description of the project and a justification for why it should be selected for funding. The reviewers will read this section for a high-level, but comprehensive, introduction to the project. Applicants should be clear about the project‘s benefits—discussing, for example, the number of new broadband subscribers or broadband users to be generated by the project, the involvement of community anchor institutions, SDBs, or community colleges in the project, the project‘s impact on vulnerable populations. The summary should avoid highly technical terminology or jargon unless it is integral to the understanding of the proposal. NTIA suggests the summary be written last, after the Applicant has completed all other sections of the application. An Applicant with involvement from multiple organizations and key partners (subrecipients) should describe those relationships broadly here. For this summary, the Applicant may include high-level financial figures, budgetary information, matching contribution, etc. It is important that the numbers presented in this section are consistent throughout the entire application. ***The Executive Summary should not introduce new information not included elsewhere in the application.*** Note that the Executive Summary will be made publicly available. The Applicant should avoid including any confidential or proprietary information in this description.
This response is limited to 9000 characters.

Be sure to include the following in the Executive Summary:

- A problem statement;
- A description of the proposed program solution, the causal relationship between the program‘s action and its intended results;
- A quantitative description of the population served per year, per program element (*e.g.*, outreach, education, computer give-away);
- A description of the Applicant‘s qualifications and partnerships and how those partnerships help reach the program‘s goals; and
- A short summary of jobs created/saved.

Question on Project Purpose: Describe the purpose of the project and how it supports the statutory objectives of the BTOP program (refer to Grant Guidance). Please include information to support your assumptions relative to the following.

- Project addresses compelling problem or presents an opportunity consistent with the BTOP statutory goals;
- Project offers an effective solution to that problem or addresses the opportunity;
- Proposed solution demonstrates broad significance and includes developments that can be replicated to improve future projects;
- Whether the proposed funded service area is in an unserved or underserved area; and

The extent to which the project addresses more than one statutory purpose.

The Applicant must explain how its projects relate to BTOP‘s statutory purposes. Section 6001 of the Recovery Act sets forth five core purposes:
1. Provide access to broadband service to consumers residing in unserved areas of the country;

2. Provide improved access to broadband service to consumers residing in underserved areas of the country;

3. Provide broadband education, awareness, training, access, equipment, and support to schools, libraries, medical and health care providers, community colleges and other institutions of higher learning and other community support organizations, including organizations that provide outreach, access, equipment, and support services to facilitate greater use of broadband services by vulnerable populations, including job-creating strategic facilities located in state or federally designated economic development areas;

4. Improve access to, and use of, broadband service by public safety agencies; and

5. Stimulate the demand for broadband, economic growth, and job creation.

The statute also directs NTIA to consider whether applications will enhance service for health care delivery, education, or children.

The Applicant should identify specifically how and to what degree its application would achieve one or more of these statutory purposes. Applications that substantially address multiple statutory purposes will receive additional consideration, but it is not necessary to address multiple purposes in order to receive a high score for this criterion. If the Applicant is coordinating this project with one or more other projects, including projects in another category (*e.g.*, a CCI project), it should explain how the projects fit together to serve BTOP‘s multiple statutory purposes.

The Applicant‘s response to this question is its opportunity to present a compelling rationale for the project it is proposing. It should describe the problem(s) the Applicant is trying to solve in specific detail and include background information that supports its case. For example, if the Applicant is a community organization planning to work with a low-income population to increase use of broadband, it 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.

The Applicant‘s project purpose should describe how, as a result of the project being funded, this identified problem will be solved. Please include a subscribership baseline in a given community and provide a clear methodology for how the expected increase in subscribership will be measured, with reasonable targets to gauge success.

This response is limited to 6000 characters.

Question on Recovery Act and Other Governmental Collaboration: Describe how the project will leverage Recovery Act objectives or other federal or state development programs. Please identify the programs themselves and the dollar value of those programs. In addition, specify how 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 below:

- **Department of Housing and Urban 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**

Federal and state designated entity grants for use of electronic health information

Health IT Beacon Community Program

- **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
This response is limited to 3000 characters.

Question on Technology Strategy: Explain the technical and operational details of your project and how your approach is an effective and appropriate means of creating sustainable adoption in your target population.
The Applicant must present the details of its operational plans and describe how its approaches are innovative and replicable. The Applicant does not need to repeat information presented in other answers. The focus in this section should be on how projects will be carried out, and whether proposed models are models that others can replicate or adapt.
To the extent the project includes technical components, the strategy 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. The Applicant should be sure to clearly list and describe the hardware, software, and technical peripherals in its plan as well as whether special equipment and software will be available only at specific locations. If applicable, submit any network design or technical implementation plans.
This response is limited to 3000 characters.

Question on Innovative Approach to Sustainable Broadband Adoption: 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.
The Applicant should summarize how the program will create a sustainable increase in broadband demand within the area and populations targeted by its proposal with a particular focus on innovative aspects of the proposal. NTIA is seeking projects that will not only have a direct beneficial effect, but that may also demonstrate the viability of new approaches or techniques.
This response is limited to 3000 characters.

Question: Is the Applicant seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA? If YES is selected, you are required to submit additional documentation.
The Recovery Act —Buy American provision generally prohibits the use of Recovery Act funds 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. Note that private entity projects are exempt from the provision, as the Buy American provision applies only to public works and public buildings. If the Applicant forms a public private partnership (*e.g.*, a corporation partnering with a local government), it will be treated as —public and subject to the Buy American provision.
See section 1.11.3 above for a discussion of waiver of the Buy American provision.

Question: Is the Applicant delinquent on any Federal debt? If YES, please provide justification for delinquency.
The Applicant should indicate whether it is delinquent on any federal debt. If the answer is —Yes, the Applicant should submit an explanation.
This response is limited to 1500 characters.

Consistent with DOC policy, no award of federal funds shall be made to an Applicant that has an outstanding delinquent federal debt until:

- The delinquent account is paid in full;
- A negotiated repayment schedule is established and at least one payment is received; or

Other arrangements satisfactory to the DOC are made.

Question: Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law? If YES, Applicant is required to add additional information in the waiver document located in the ―uploads‖ section of the application.
The Applicant may request a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law. See section 1.11 above for a discussion of waiver requests.

Partners
Question: Are you partnering with any other key institutions, organizations, or other entities for this project?
If YES, the Applicant should include its key partners on this page and provide a letter of commitment from each key partner in the Upload section, see section 17.2 below. Key partners should generally be entities that have contributed or will contribute to the planning, development, and execution of the project, or will contribute to the non-federal cost share.
Partners Description
Question: Please provide a description of the involvement of the partners listed above in the project. If applicable, describe the roles of the project partners, including any contributions to funding, planning, implementing, managing, or operating the proposed network. Please clarify any potential benefits that the partners will receive from the project (*e.g.*, free or discounted access to dark fiber). Also discuss the project‘s general approach to involving local communities in the project area. You will be asked to provide letters of commitment or support from key partners in the upload section.
The Applicant should describe all agencies and key partners involved with the project, as well as the role these agencies play in the success of the project. Note that while the question text refers to partner participation in a proposed network, for SBA projects (which will generally not involve constructing a network) this should be interpreted as meaning the proposed project. The Applicant should also 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 Applicant should also outline each organization‘s planned role in the project and any financial or equipment contributions. It is encouraged that the Applicant submit documentation, such as letters of support, from each of the organizations that will be involved in the project. The Applicant must provide the name and address for each partner organization, as well as the name and contact information (at minimum, a phone number or email address) of a contact person at each partner organization.
This response is limited to 6000 characters.
The purpose of this essay is to provide a coherent picture to the BTOP program of how the various partners in the proposed project fit together. It is important to clarify the responsibilities of each party, the benefits that accrue to each party and the specific, if any, financial arrangements among the parties.
The Applicant must provide information on each partner, including contact information.
The Applicant must specify the partner‘s role in the project as either a contractor, sub-recipient, in-kind third party contributor, or other. A sub-recipient is a party that performs work to accomplish a public purpose of a grant project. Laws, regulations, and programmatic requirements that would apply to a grant recipient also apply to sub-recipients. It may in some cases be difficult to distinguish between a contractor and a sub-recipient. OMB Circular A-133 (http://www.whitehouse.gov/omb/circulars_a133/) provides some guidelines on distinguishing between the two.
Characteristics indicative of a sub-recipient:
1. The organization determines who is eligible to receive what federal financial assistance.

2. The organization has its performance measured against whether the objectives of the federal program are met.

3. The organization has responsibility for programmatic decision making.

4. The organization has responsibility for adherence to applicable federal program compliance requirements.

5. The organization uses federal funds to carry out a program of the organization as compared to providing goods or services for a program of the pass-through entity.

Characteristics indicative of a contractor:

1. The organization provides goods and services within normal business operations.
2. The organization provides similar goods or services to many different purchasers.
3. The organization operates in a competitive environment.
4. The organization provides goods and services that are ancillary to the operation of the federal program.
5. The organization is generally not subject to compliance requirements of the federal program, although must adhere to some of the requirements as set forth in the applicable OMB circulars as related to contractors and subcontractors.

For more information on sub-recipients, please see OMB Circular A-133, the applicable OMB circulars for Uniform Administrative Requirements at http://www.broadbandusa.gov/compliance.htm and DOC Federal Assistance Law Division guidance at http://www.ogc.doc.gov/ogc/fl/fald/itl/voL-13.doc.

Question: Organization Type:

- State or State Agency
- County Government
- City or Township Government
- District of Columbia
- US Territory
- Indian Tribe
- Non-profit Corporation
- Non-profit Foundation
- Cooperative or Mutual
- Native Hawaiian Organization
- For-profit Entity
- Other

The Applicant is also required to identify the partner‘s organization type. Please select from the options available.

Question: Is your key partner a small business?

The Applicant is required to indicate whether its key partner is a small business. Please see section 5 above for a discussion of the definition of a small business as it applies to BTOP.

Question: Does the organization meet the definition of a socially and economically disadvantaged small business concern?

The Applicant is required to indicate whether the key partner is a socially and economically disadvantaged small business concern (SDB). Please see section 5 above for a discussion of the definition of a SDB as it applies to BTOP.

When multiple organizations are involved in a project the lead Applicant must be able to enter into a Grant Agreement with NTIA and be willing to assume financial and operational responsibility for the project. If the project is awarded a BTOP grant, the lead applicant becomes the prime recipient. The Lead Applicant should have experience implementing projects of similar size and scope.

Congressional Districts

The Applicant is required to select the location of its headquarters from the dropdown menu. Next, the Applicant should select the appropriate states of the Project Service areas by highlighting the state name and clicking ―Add. After completing the ―Project Service States, the Applicant should click on the ―Load Project Service Areas button. The relevant Congressional Districts will appear below in the ―Project Service Areas. The Applicant should indicate the Congressional District(s) in which the project will provide service and select ―Add. Additional guidance on Congressional Districts may be found at http://www.nationalatlas.gov/printable/congress.html with maps of each Congressional District.

If the Applicant adds or removes states from the ―Project Service States box, Easygrants will update the ―Project Service Areas and ―Tribal Impact fields when the page is saved.

Tribal Impact Question: Will any portion of your proposed project serve Federally recognized tribal entities?

Community Anchor Institutions
Question: Enter the number of Community Anchor Institutions for each category. Please sum up the total amount of community anchor institutions covered by the proposed project. Update the information as needed.
Please sum up the total number of community anchor institutions covered by the proposed project. Update the information as needed. When counting anchor institutions, the Applicant should identify the number of facilities that will actually be involved in this BTOP project. For example, if a single participating organization will host training activities at multiple facilities (that are community anchor institutions), each facility should be counted.
Minority Serving Institutions
Question: Applicants are required to identify the number of Community Anchor Institutions for the following:
Minority Serving Institutions
- Historically Black Colleges and Universities
- Tribal Colleges and Universities
- Alaska Native Serving Institutions
- Hispanic Serving Institutions
- Native Hawaiian Serving Institutions

Total Minority Serving Institutions
Please indicate the number of minority serving institutions in each category that the proposed project intends to include. A minority-serving institution is a post-secondary educational institution with enrollment of minority students exceeding 50 percent of its total enrollment. Note that this summary is separate from the community anchor institution summary above—these minority serving institutions should also be appropriately tallied in that question.
Demographics
Question: Will your proposed project be specifically directed to serve vulnerable population groups? If —Yes,▯ then which vulnerable population groups will your proposed project serve? Check as many as apply:
- Hispanic
- Black/African-American
- Asian
- Native American or Native Alaskan
- Native Hawaiian or Pacific Islander
- English as Second Language (ESL)
- Disabled
- Low Income
- Unemployed
- Senior Citizen (55 and over)
- Youth
- Other

Question on Vulnerable Populations: Please describe the specific affirmative steps that your program will take to engage and serve each specified vulnerable population checked on the —Demographics▯ page.
As described in section VII.A.3.b.iv of the NOFA, reviewers will evaluate applications on their proposed level of support for vulnerable populations. Consideration will be given based on the number of vulnerable populations likely to be affected by the project as well as the steps the Applicant plans to take to engage and address the specific needs of those vulnerable populations identified.
The Applicant is required to provide detail explaining how its proposed project will address the needs of each group. The Applicant should provide background data on each group and specifically indicate how its proposed project will engage and serve the groups. If the Applicant has checked more than one vulnerable population group, it is *required* to address each vulnerable population group individually. See the below box for resources provided by the U.S. Census Bureau that can aid Applicants in providing demographic and other information about local vulnerable populations.

The Applicant should fully describe how it identified the vulnerable population groups that the proposed projects will target, and whether the Applicant used its own methodology or one of the sources listed below.

This response is limited to 3000 characters.

The DataWeb (http://www.thedataweb.org/index.html) 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)

Question on Accessibility: Please describe the ways in which your center(s) will be accessible and welcoming to people with disabilities and which technologies will be used (i.e., software, adaptive technologies).

If the Applicant indicates that its proposed projects would be specifically directed to serve people with disabilities, it is required to explain how the proposed project would address the needs of people with disabilities, including, for example, which technologies, locations, or other steps would be used to ensure accessibility for individuals with disabilities. Note that while the question text refers to centers, for SBA projects this should be interpreted as referring to all aspects of the proposed program. The Applicant is encouraged to use examples, specifically describing special equipment and software that will be available to users with disabilities. To the extent applicable, responses should address specific disabilities, *e.g.*, blindness, deafness, or severe vision or hearing impairment, conditions that substantially limit one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying.

This response is limited to 3000 characters.

Question on Other Languages: Please describe the multilingual training and outreach being offered and which languages it will be in.

If an Applicant indicates that the proposed projects would be specifically directed to serve speakers of English as Second Language (ESL), it is required to indicate the types of multilingual training and outreach initiatives. Explain the goals of each training and outreach initiative and how it would positively impact the groups indicated. Please also describe any special equipment and software that will be available to ESL users.

This response is limited to 3000 characters.

The Applicant must ensure that its total project budget matches other budget related questions and uploads throughout the application.

Question on Projects Outside the Recommended Funding Range: If this total project budget is above or below the project size range recommended in the NOFA ($500,000 – $15 million), please provide a reasoned explanation for this variance from the recommended range.

Based on NTIA's experience from the initial round of funding, it has determined that the total project budget for a SBA project generally should not be below $500,000 or above $15 million. An Applicant proposes projects outside of this range, it must provide a thorough rationale for the requested variance in the project size. NTIA will evaluate this rationale based on the reasonableness of a project's costs and the level of funding available for this program.

This response is limited to 1500 characters.

Question on Sustainability: Demonstrate the sustainability of your project. 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.

The Applicant must 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.

The Applicant should also demonstrate how any costs associated with training and/or other recurring expenses will be covered after the grant expires if the project is projected to continue beyond the funding period. To the extent the application seeks funding for operational expenses during the grant period, it will be 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 its organization, where possible.
This response is limited to 3000 characters.

Question: Applicant is providing matching funds of at least 20% or more towards the total eligible project costs. If NO, is selected, you are required to submit additional documentation.

Easygrants will automatically calculate the minimum non-federal match required in the application. If the Applicant requests a waiver of the 20 percent project cost share/matching requirement, the Applicant must provide a Waiver Request in the Upload section of the application. Please see section 1.11.1 above for guidance on requesting a waiver of this provision.

Easygrants calculates match based on total application project cost, not the federal grant request amount associated with the project. Thus, minimum match will be calculated as 20 percent of the total project cost. For example:

Match = 20% (Non-Federal Share)
Federal Award = 80% (Federal Share)

To calculate minimum match required for BTOP, multiply —Total Cost of Project by 0.20.

1. Total Cost of Project to Be Implemented: $10,000,000 (*0.20)

Federal Match Requirement: $2,000,000
Federal Grant Request: $8,000,000

2. Total Cost of Project to Be Implemented: $6,000,000 (*0.20)

Federal Match Requirement: $1,200,000
Federal Grant Request: $4,800,000

Many Applicants during the first round of funding expressed confusion as to whether the match requirement was 20 percent of the total project cost or 20 percent of the federal grant request. The match must be 20 percent of the total project cost. Seen another way, non-federal funds on a project equal 25 percent of the federal funds allocated to that project. The ratio of non-federal to federal funds is 20/80 = 2/8 = 1/4 = 25 percent. For every four dollars of federal funds provided, the grantee must provide one dollar in non-federal cost share (4:1).

Question Describing Matching Contributions: Please provide a detailed account of all matching costs for this project. For cash matches provide: a) the name of the party providing the match, b) the funding amount (and percentage of the total budget it represents), c) the type of funding (*e.g.*, grant match, equity, debt, internal, other), d) the use of the funding, and e) any key financing terms and conditions. For in-kind matches, provide: a) the name of the party providing the match, b) the match value (and percentage of the total budget it represents), c) the nature of the in-kind contribution, d) an explanation of how the contribution qualifies as an eligible cost under BTOP eligible cost rules, and e) if the contributor is not the Applicant, a description of any benefits the contributor will derive from the project (*e.g.*, free or discounted access to the network).

The Applicant must describe the matching fund amounts, both cash and in-kind, that it and its funding sources will provide directly to the execution of this project. Applicants who equal or exceed 30% of the total eligible costs of the project will receive strong consideration in the selection process. Therefore, the Applicant is strongly encouraged to obtain additional cash funds to apply to the project from all available sources, including state and local government, charitable and other non-profit grants, donations, economic development funds, and financial assistance programs.

The Applicant is also encouraged to seek in-kind contributions to be used in the execution of this project. These in-kind contribution costs must be directly attributable to a budget item that the Applicant has identified for executing its project and must be an —eligible costs as defined in the NOFA and in federal grant requirements (see section 1.7 for additional information). In-kind contributions must also be necessary to the success of the project. Such costs may be products, services, equipment, or other forms of direct assistance to the proposed project. In-kind contributions that are shared-use with other activities or projects not directly involved with this program will be eligible for application to matching fund amounts only if the Applicant can clearly demonstrate the proportion of those shared-use contributions that will apply directly to its proposed project. For example, a staff member might spend 20 percent of her time on the project, with salary paid by the Applicant as a matching contribution. The Applicant would need to be able to document the time and activities of the staff member for audit purposes, so that the matching amount could be verified.

As provided in 48 U.S.C. § 1469a, the requirement for local matching funds under $200,000 (including in-kind contributions) is waived for the Territorial governments in Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands. Grant funds under this program will be released in direct proportion to the documented expenditure of matching funds.
This response is limited to 6000 characters.
Generally, federal funds may not be used as matching funds except as provided by federal statute. (See NOFA section V.C.1.; 15 C.F.R. 14.23(a)(5) and 24.24(b)(1).) For example, 40 U.S.C. section 14321(a)(4) authorizes the use of grant funds from the Appalachian Regional Commission (ARC) as matching funds if the ARC decides such use is appropriate. Similarly, 25 U.S.C. section 450h(c) provides that funds granted by the Interior Department and the U.S. Department of Health and Human Services (HHS) to tribes and tribal organizations under the Indian Self-Determination and Education Assistance Act can be used to meet the matching funds requirement of other federal grant programs which contribute to the purposes for which the grants were awarded by the Department of the Interior and HHS.
The Applicant cannot use funds for which it has applied (but has not yet been granted) to demonstrate that it can meet BTOP's 20 percent match requirement. In the absence of a waiver based upon a demonstration of financial need, the Applicant must demonstrate its capacity to provide matching funds of at least 20 percent toward the eligible project cost.
An in-kind contribution of previously purchased equipment could be a part of a grantee's cost share if the equipment is appropriately dedicated to the BTOP-funded project. An in-kind contribution of equipment is added to the project at the time it is dedicated to the project, NOT at the time it is purchased. Consequently, if the grantee dedicates previously purchased equipment to the project at the time of the award, the expenditure will be deemed to take place at the time of the award. Based on the particular circumstances, the value of the match should be estimated by calculating a use allowance, depreciation, or current fair market value.
The Applicant is allowed to use monies from a state (or other non-federal) grant awarded to provide service, purchase equipment, and provide training eligible as matching funds.
The Recovery Act requires a BTOP Applicant to demonstrate, to the satisfaction of the Assistant Secretary, that it will appropriate (if the Applicant is a state or local government agency) or otherwise unconditionally obligate, from non-federal sources, funds required to meet the matching requirement. As a result, while the Applicant is not required to have all matching funds on hand at the time it submits the application, it must convincingly demonstrate that it will be able to supply the proposed matching funds if it receives a grant.
While, in some cases, a document such as a letter of commitment may be sufficient evidence of the Applicant's capability to supply the necessary funds, if the source of funds identified appears to be speculative, NTIA may reject the application. If an application is selected for an award, the Applicant must, at the time of the award, be able to access and use the matching share at a rate at least proportional to the federal share.
Question on 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.
The Applicant must state whether it or any of its subrecipients is receiving or if it has applied for federal support in the same proposed funded service area as its proposed BTOP project.
This response is limited to 3000 characters.
Question on 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.
The Applicant must disclose the source and amount of other federal or state funding it or any of its subrecipients 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.
This response is limited to 3000 characters.
Question on Budget Narrative: Please provide a narrative that explains the project budget (as proposed on SF-424A or SF-424C) and spending plan (timeline) in sufficient detail for reviewers to determine whether the expenditures are necessary and appropriate to the solution you are proposing.

The budget narrative is an important supplement to the detailed budget and SF-424A, as it provides additional explanation, detail, and context for the budget totals and line items. The budget narrative should be detailed enough to provide reviewers with information *in addition* to what appears in the Detailed Budget upload and the SF-424A. Note that while the question mentions the SF-424C, all SBA Applicants are required to submit a SF-424A rather than a SF-424C.

All budget figures in the budget narrative must exactly correspond to the figures for the same items in the Detailed Budget upload and the SF-424A. For example, if the SF-424A lists the total personnel cost as $50,000, the total personnel cost in the Detailed Budget upload *and* the budget narrative must also equal $50,000.

The descriptions in the budget narrative must be easily linked to actual numbers in the Detailed Budget upload and the SF-424A. Do not bundle items in different ways to create totals that cannot easily be compared from the narrative to the Detailed Budget upload. For example, if the Detailed Budget upload lists line items for 10 computers at a cost of $10,000 and five printers at a cost of $1,000, it is not sufficient for the budget narrative to describe these items as —public computer center equipment for a little over $10K. Rather, the budget narrative should state that 10 computers will be purchased at a total cost of $10,000, and five printers will be purchased at a total cost of $1,000.

This response is limited to 3000 characters.

Question on Budget Reasonableness: Concisely and convincingly explain why the unit price and total number of units required for this project are reasonable to deliver your proposed services in the designated proposed funded service areas. Provide any relevant data and summaries of your analysis (*e.g.,* industry benchmarks around units required per household or institutions served, etc.).

In this section, the Applicant should justify the costs it is proposing based on past experience, competitive bids, published prices, local norms, or other specific metrics. The Applicant should follow closely its budget narrative and describe how it arrived at particular costs and why it believes the costs are reasonable based on the tasks it will undertake. Ensure that each cost is eligible for funding under this program. The Applicant must explain why its budget is sufficient to carry out the project.

It is important that budgetary information presented in this section align with the Detailed Budget upload and other financial information provided throughout the application. Unfortunately, during the first round of funding, many Applicants submitted a high level budget that did not correspond with the detailed budget or other financial statements in the application, causing delays in processing, and potentially damaging their prospects of receiving an award.

This response is limited to 3000 characters.

Question on Demonstration of 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 option for funding the project.

Provide documentation that the project would not be 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.

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

This response is limited to 3000 characters.

Please provide a breakdown of the federal funding request for each state or territory included in the proposed project service area. The total across all states and territories should equal the total federal grant request.

Question: Applicants are required to identify Historical Financials for 2007, 2008, and 2009 for the following categories:

- Revenue
- Expenditures
- Net Assets
- Change in Net Assets from Prior Year
- Bond Rating (if applicable)

The Applicant must provide summary-level historical revenue, expenditure and net asset financial information based on its detailed financial statements for the last three years. If the Applicant‘s organization was established less than three years ago, it should provide all available information. This information should be consistent with the Historical Financial Statements provided as an upload, discussed in section17 below.

Answer the questions on job creation in the appropriate sections.

Question on Methodology: Please describe the methodology employed to produce the job-years estimates provided above. If you utilized the methodology suggested by the Council of Economic Advisors, please note that.

Applicants should refer to the Council of Economic Advisor‘s guide to job creation estimates at http://www.whitehouse.gov/administration/eop/cea/Estimate-of-job-creation for definitions and background, and may employ the methodology suggested there unless they can produce a more accurate estimate of job creation utilizing another methodology. The Applicant should describe the methodology employed to produce the job-years estimates provided above and note if the Council of Economic Advisors methodology was employed. The Applicant should describe clearly how it arrived at the estimates.

This response is limited to 1500 characters.

Question: 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?

The Applicant should estimate the total new home subscribers it expects to generate through use of BTOP funds over the entire life of the program. If the Applicant is proposing to serve multiple areas, it should provide the total number of new home subscribers for all of the areas the program will serve.

Question: How many total new business and/or institutional subscribers to broadband do you expect to generate through use of BTOP funds over the entire life of the program funded?

The Applicant should estimate the total new business and/or institutional broadband subscribers, such as community anchor institutions, it expects to generate through use of BTOP funds over the entire life of the program. If the Applicant is proposing to serve multiple areas, it should provide the total number of new business and institutional subscribers for all of the areas the program will serve.

Question: 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?

The Applicant should estimate the total number of broadband users in public computing centers or alternative locations such as community colleges created over the entire life of the program funded. Estimate based upon the size of the computing centers and other relevant institutions and the population of the appropriate service area. If the Applicant is proposing to serve multiple areas, it should provide the total number of users for all of the areas.

Question: What is the total cost of your project per new subscriber (household, individual, or institutional) or new end-user?

The Applicant should provide an average cost per new subscriber or end-user for the proposed project. This is calculated by dividing the total project cost by the total number of new subscribers in all categories. This information will be used to evaluate the project‘s cost-effectiveness.

Question on Measuring Adoption Impact: Applicants should describe how they intend to effectively track and measure the benefits generated by this project.

The Applicant should establish a subscribership baseline in the target communities and demonstrate a clear methodology or approach for measuring improvements in broadband subscribership and use.

This response is limited to 3000 characters.

With respect to the sections below (Broadband Training Programs, Equipment Affordability Programs, Broadband Awareness Programs), it is not a requirement that an SBA project engage in all of these activities (or even any of these activities). However, these represent typical approaches for broadband *adoption programs, and the Applicant should provide responses to each of the questions to the extent they are applicable to its proposed project.*

Question: If you intend to provide training or education, how many people in total will your program(s) reach?

The Applicant should provide an estimate of the total amount of people that will be served by the proposed project's training or educational outreach programs.

Question: 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?

The Applicant should provide an average number of hours of training per person for the proposed project. This information will be used to evaluate the project's training effectiveness. Applicant must be sure to articulate the connection between training and outcomes (such as increased subscribership). This connection was missing from several applications during the first round of funding.

Question: How many Full time employee (FTEs) instructors or facilitators will you employ for broadband and digital literacy training purposes? Click "Add" to describe their qualifications (training and experience).

The Applicant should provide the total amount of instructors or facilitators that will be employed for the proposed project. The Applicant should then describe the relevant qualifications of the instructors and what experience they will bring to the benefit the proposed project. Please ensure that personnel qualifications are linked to the activities, roles, and objectives.

This response is limited to 3000 characters.

Question: What is the total up-front cost of this equipment?

If the Applicant is proposing a program that will include providing equipment or computers to individuals, families, or small businesses, the Applicant should provide the total amount budgeted for purchase of this equipment.

Question: 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?

If the Applicant is proposing a program that includes loans for the purchase of service or equipment, the Applicant should provide the total number of anticipated participants in each category.

Question: If you are employing a loan program for purchases of services and/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?

If the Applicant is proposing a program that includes loans for the purchase of service or equipment, the Applicant should provide the total cost that participants in the proposed affordability program will pay over the life of the loan, including all interest and fees.

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

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

Question: If you are conducting an awareness campaign, how many people do you expect your campaign will reach in total per year?

The Applicant should identify the number of people it expects to reach through the public education and awareness efforts in total per year.

Question on Awareness Campaign Methods. Briefly describe the targeting, media, and messaging strategies your awareness campaign will employ. Please include a description of any existing Broadband Awareness/Adoption programs serving the Target Audience and how those programs do not meet the current need.

The Applicant should provide information detailing the public education and awareness campaigns it will conduct as a part of the 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 chosen are appropriate to the target audiences.

This response is limited to 3000 characters.

Question on Measuring Campaign Impact: Describe how you will measure the impact of the awareness campaign.

The Applicant's awareness campaign may take many forms, *e.g.*, flyers, posters, mailings, placement of notices in print media targeted to the populations the 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 the Applicant is working to increase participation by a particular demographic group, then increased use of public computer centers by that group is an important indicator. If the Applicant is trying to build sustainability, then contributions or new partnerships might serve as an indicator of impact.
The Applicant should clearly articulate what methods will be used to measure the impact of program activities and include information on the baseline quantitative measurement for each target audience that can be used to identify post program changes in awareness and adoption. The awareness campaign should be tailored to the benefits the Applicant seeks to accrue to the project.
This response is limited to 3000 characters.

Licenses and Regulatory Approvals

Question: If applicable, please list any local, state or federal licenses and regulatory approvals required to complete the project, and indicate the status of each.
The Applicant should 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□).
This response is limited to 1500 characters.

Organizational Readiness

Question: Please describe key factors that demonstrate an Applicant's 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.
The Applicant should 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 the project. The Applicant should identify key partners and staff that are aligned with the implementation and sustainability of the project.
This response is limited to 3000 characters.

Project Timeline and Challenges

Question: 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 those risks.
The Applicant must 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. The Applicant should be certain to cover any areas that will aid reviewers in assessing how it 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, the Applicant should describe issues or barriers that could delay the proposed project‘s implementation. The Applicant should 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 grantee 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.
This response is limited to 3000 characters.

Question on SPIN Number: If the Applicant and any proposed award sub-recipients have an FCC Universal Service Fund Service Provider Identification Number (SPIN), please provide the following information: Name of Entity and SPIN.

If either the Applicant or any subrecipient has applied for and received a service provider identification number (SPIN) from the FCC, please indicate that here and provide the identification number(s).
This response is limited to 1500 characters.

Question: Applicant will be required to provide the following information:

- Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.
- Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?
- Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.
- Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?
- Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

- Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.
- Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

All SBA Applicants must complete the above Environmental Checklist. If a question on a particular issue contains more than one question the Applicant should respond ‗Yes' only if the answer to each question is yes. In other words, for the question, ―Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? the Applicant should respond ‗Yes' only if the project will involve the procurement of materials AND the materials will be installed, stored or operated in an existing building or structure.

Note that construction and/or ground disturbing activities are not eligible costs for an SBA project.

In order to complete each upload that has a template, the Applicant must download the template from the Easygrants application system and save the file to Applicant's computer. The Applicant should open the file, enter the required information, and save the file on its computer in one of the formats specified: .pdf, .doc, .docx, .rtf., .xls, .xlsx, .gif, .jpeg.

When the Applicant has prepared an upload and is ready to attach it to the application, click ―Browse in the Upload Document section to find the file on the computer. After the file name appears in the text box, click ―Upload. Click ―View to view the document to verify it was accepted by Easygrants. If Easygrants encounters errors saving an upload, it will appear in the new window. **Applicants should upload only one file per designated upload slot.** Additional uploads of the same type may be disregarded. Therefore, to update a file that has already been uploaded, you should delete the file already uploaded before uploading the replacement file.

The uploads listed in Easygrants as ―Required must be submitted with the application. Note that while the Government and Key Partnerships upload and the Waiver upload are not listed as required, they are considered conditional rather than optional. If the Applicant listed key partners in the application or is receiving matching contributions from a third party, it *must* provide documentation in the Government and Key Partnerships upload. If the Applicant is requesting a waiver in the application, it *must* provide documentation in the Waivers upload.

17.1 Management Team Resumes and Organization Chart

This is a REQUIRED upload for all SBA Applicants.

The Applicant must provide the resumes of the senior management team and project team members, including support staff, significant to the project's success. This should include individuals from the Applicant organization as well as any subrecipients. These resumes should identify years of experience and relevant expertise with projects of similar size, scope, and complexity. The Applicant must also identify specific prior or current projects, dates, and outcomes that showcase the management team's track record as relevant to executing the project. In addition, the Applicant must provide an organizational chart that details the structure of its organization, including any parent, subsidiary, affiliate, or partner organizations.

17.2 Government and Key Partnerships

This is a REQUIRED upload for all SBA Applicants that are partnering with key institutions, organizations or other entities, or that are receiving part of their matching contribution from a third party. This is an optional upload for all SBA Applicants that are not partnering with key institutions, organizations or other entities.

The Applicant should submit documentation, such as letters of support or commitment, from each of the key partners in the project. The documentation should clearly describe the specific details of the partner's participation. For example, if the partner is providing part of the project's cost matching contribution, the documentation should state the exact amount of the cash contribution, or describe, in detail, the nature of the in-kind contribution. If the partner is an Indian tribe or a socially and economically disadvantaged small business, as discussed in section 8 above, the documentation should make note of this, and explain the basis for this claim.

17.3 Historical Financial Statements

This upload is REQUIRED of all SBA Applicants.

The Applicant must provide detailed organizational financial statements for the last two years: a) Income Statement; b) Balance Sheet; c) Statement of Cash Flows. If the Applicant's organization was established less than two years ago, provide all available information. Note that this response requires financial data for the organization as a whole. A standard annual Income Statement, Balance Sheet, and Cash Flows based on generally accepted accounting principles (GAAP) are preferable. If the Applicant cannot readily produce this data in a standard format, it should explain why not, and provide comparable data, such as its most recent IRS Form 990 or annual audit, that provides as detailed a picture as possible of the financial history for a minimum of one year prior to submission of this application.

If appropriate, the Applicant may include Notes on Financial Statements that explain costs and revenues by major categories, and may make note of any abnormal or one-time charges, large liabilities or asset transactions, legal actions, or other financial events it feels require explanation. If key partners are involved in delivering programmatic benefits (*e.g.*, operating a proposed broadband network), it is recommended that historical financial statements for the key partners be provided as well.

17.4 Waivers

The Waivers upload is a Word document required for all Applicants that request a waiver from any of the following: 1) twenty percent non-federal cost matching pursuant to NOFA section V.C.1; 2) restrictions on the sale or lease of assets pursuant to NOFA section IX.C.2.a; 3) Buy American provisions pursuant to NOFA section X.Q; or 4) any general provision pursuant to NOFA section X.N. A waiver template must be completed and uploaded per each waiver request (if there are multiple requests, merge them into a single file before uploading). The Applicant should see section 1.11 for guidance on requesting a waiver.

17.5 Community Anchor Institutions Detail

This upload is REQUIRED of all SBA Applicants.

The Community Anchor Institutions Detail template includes an Excel worksheet requiring the Applicant to provide information on all community anchor institutions that will be directly involved in or benefit from the proposed project. The Applicant must download the Excel file, fill in all requested information, and upload the completed file to the application.

The Applicant must complete the Community Anchor Institutions Detail worksheet provided, but may add rows as necessary to accommodate all of the community anchor institutions that will be directly involved in or benefit from this project. The required information on each community anchor institution includes:

- Facility name – Indicate whether it is a current or proposed facility.
- Name of organization running the facility, if different form the facility name.
- Address of the facility – Provide the physical address of the facility and not the mailing address (*i.e.,* do not give P.O. Boxes) and indicate whether the locations are to be leased or constructed in the future.
- Facility type – Provide whether the facility is a School (K-12), Library, Medical or Healthcare Provider, Public Safety Entity, Community College, Public Housing, Other Institution of Higher Education, Other Community Support Organization or Other Government Facility.

- Minority serving institution type – Provide whether the facility is one of the following types of Minority Serving Institutions: Historically Black College or University, Tribal College or University, Alaska Native Serving Institution, Hispanic Serving Institution, or Native Hawaiian Serving Institution. A minority-serving institution is a post-secondary educational institution with enrollment of minority students exceeding 50 percent of its total enrollment.
- Role – Describe the role of community anchor institution in the proposed project. This only requires a short explanation (*e.g.*, —in-kind match contributor, —participated in project planning, —will manage network). A detailed explanation should be provided in the essay portions of the application.

The data provided via this template will be subject to automated processing. The Applicant is therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, the Applicant should not modify the format of this template.

17.6 BTOP Certifications

This upload is REQUIRED of all SBA Applicants.

The BTOP certification must be completed by the duly authorized organization representative (AOR). The AOR should read the certification carefully to ensure that he or she understands it and agrees to it before signing.

17.7 Detailed Budget

This upload is REQUIRED of all SBA Applicants.

The Detailed Budget template includes an Excel worksheet requiring the Applicant to provide a detailed budget of the proposed project. The Applicant must download the Excel file, fill in all requested information, and upload the completed file to the application

All budget amounts must exactly match or tie out across all budget documentation. For example, do not provide estimates or approximate amounts in the budget narrative that do not exactly match amounts the SF-424A and Detailed Budget.

All subtotals and totals (including line items) must be rounded to whole dollars without cents. Although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Amounts ending in $.49 or less should be rounded down to the nearest whole dollar, while amounts ending in $.50 or more should be rounded up to the next whole dollar. (For example, a subtotal of $2.17 would be rounded down to $2.00, while a subtotal of $2.72 would be rounded up to $3.00.) It is acceptable if .00 appears at the end of an amount; that is auto-formatted in some versions of the form.

All project costs should be contained in the budget documentation. Subrecipient costs should be rolled up into the primary Applicant's budget documentation. Do not provide separate budgets or budget documentation for subrecipients.

All direct and indirect costs will be evaluated for allowability, allocability, and reasonableness according to the relevant cost principles. Only include costs that meet all of those criteria and note that additional detail or documentation may be requested.

The Detailed Budget should demonstrate how the different budget categories and the line items themselves break down into their underlying federal request and non-federal match components. For each budget category (*e.g.*, personnel, equipment), break down the federal request and match amounts into one or more line items as appropriate. For example, the match amount for a particular budget category may all be going toward one line item (*e.g.*, Program Manager), or may be split among numerous line items (*e.g.*, laptops, printers, projectors). Break out each non-zero line into its federal and/or non-federal components. The detailed budget also provides insight into how the budget category totals were derived from the underlying line items, as well as how the line items were calculated from underlying cost components, such as number of units of equipment and unit cost or number of staff positions and salary. The template delineates between —General cost category subtotals and —Detail information for each line item. Be sure that line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). When preparing the detailed budget, provide the following information:

Personnel Category Detail: For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.,* for two employees each working for one year, Quarters Employed should be 4 rather than 8).

Fringe Benefits Detail: For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applied to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.*, for two employees each working for one year, Quarters Employed should be 4 rather than 8).

Travel Details: For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (*e.g.*, trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at $25 per trip, the total cost would be $250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

Equipment Details: List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at $500/laptop would have a total line item cost of $50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate the Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost, indicate whether the unit cost has been impacted by a discount and for software list specific package names.

Supplies Detail: Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at $30/box would have a total line item cost of $600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

Contractual Detail: For each line item, identify the contractor and note the number of contracted hours of service and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of $40/hour would have a total line item cost of $4,000.

Construction Detail: For each line item, note the number of units and the unit costs related to any incidental alterations or renovations.

Other Detail: Separate items by type and include number of units, unit cost, and total cost for each line item. All subgrantee costs should be included in this budget category. Divide subgrantee costs into the same categories as the prime/lead Applicant's budget (*i.e.*, Personnel, Fringe, Travel, Equipment, Supplies, Contractual, Construction, and Other). Further, because this budget category may contain a variety of line items (*e.g.*, technology, advertising), the term ―unit may need to be interpreted as appropriate for that particular line item. For example, an Internet service contract may need to be explained in terms of cost per month, while an advertising contract may be valued in different ways depending on the advertising media (*e.g.*, cost per article, cost per minute of air time). Provide appropriate detail to explain the total line item cost. For awareness program cost items, such as advertising, separate ad types (*e.g.*, TV, radio, newspaper) and include geography in which they will run.

Indirect: Provide the indirect rate and the calculation assumptions used.

In the space provided at the bottom of the page briefly explain the calculation used to derive the indirect costs, including the indirect rate and what is included in the basis. If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

Additional Budget Notes: This section allows the Applicant to further comment on any budget matters. Note that there is also a Budget Narrative question in the application in which the Applicant must provide narrative detail on this budget.

The Detailed Budget, when aggregated to the cost category level should match the totals provided in the SF-424A cost categories. In addition, the aggregated federal grant request and matching support in the Detailed Budget should match the totals provided in the SF-424A or SF-424C form. Total project budget should be consistent throughout the application documentation. Please review both budget uploads and the Project Budget page for consistency before submitting the application.

The data provided via this template will be subject to automated processing. The Applicant is therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, the Applicant should not modify the format of this file.

17.8 SF-424A Budget

All SBA Applicants are required to upload a completed budget in the form of OMB Standard Form 424A – Budget Information for Non-Construction. Instructions for the OMB form are available at http://www07.grants.gov/agencies/forms_instruction_information.jsp. Note the special guidance below for completing the form for BTOP applications.

Section A – Budget Summary

Only Rows (1) and (5) should contain information. Rows 2 through 4 should remain blank. When providing information in Row 1:

- In Column (a), enter —BTOP.
- In Column (b), enter the CFDA number.
- Leave Columns (c) and (d) blank.
- In Column (e), —New or Revised Budget, Federal, enter the *entire* federal funding request amount.
- In Column (f), —New or Revised Budget, Non-Federal, enter the total of *all* (*i.e.*, cash and in-kind) matching funds.
- In Column (g), enter the total project cost, which should equal the sum of Columns (e) + (f).

When providing information in Row 5:

- Leave Columns (c) and (d) blank.

Enter the totals for columns (e), (f), and (g), which should be the same exact whole-dollar values as in Row 1.

Section B – Budget Categories

The information in this section breaks down the information in Section A into federal request component, non-federal amount (*i.e.*, match) component, and total for each budget (*i.e.*, —object class) category. Only those three amounts should be entered for each budget category; there should be no more than three numerical figures for each line.

In providing information for this section:

- Title Column 1 —Federal, and for each row (*i.e.*, each budget category), enter the total amount of federal funds requested for that budget category.
- Title Column 2 —Non-Federal, and for each row (*i.e.*, each budget category), enter the total amount of matching funds (*i.e.*, cash and in-kind) being contributed for that budget category.
- Leave Columns 3 and 4 blank.
- In Column 5, enter the total amount for each row (*i.e.*, budget category), which should be the sum of the federal request (Column 1) and the matching amount (Column 2).
- In Row J, enter the total amount of indirect costs as a whole-dollar figure. Do not enter a percentage.
- In Row 7 (Program Income), include program income only if it is being used as part of the Applicant‘s matching contribution. See section 1.8 above for additional discussion. Otherwise the value for this line item should be $0.

Section C – Non-Federal Resources

Section C provides information about the source of the non-federal (*i.e.*, matching) funds in the program budget. This section should clearly indicate how much of the total match is coming from the Applicant, how much is coming from state funds, and how much is coming from other sources.

Since this budget is only for one program, information should only be entered in Row 8. Rows 9–11 should remain blank.

In providing information for this section in Row 8:

In Column (a), enter —BTOP.

In Column (b), enter the *total* amount of matching funds (*i.e.*, cash and in-kind) that will be contributed by the Applicant. Matching funds to be contributed by subgrantees should not be included here. If the Applicant will contribute no matching funds, enter 0.

In Column (c), enter the *total* amount of matching funds (*i.e.*, cash and in-kind) that will be contributed from State sources. If no matching funds will be contributed from State sources, enter 0.

In Column (d), enter the *total* amount matching funds (*i.e.*, cash and in-kind) that will be contributed by third-parties (including subgrantees) and other sources. If no matching funds will be contributed from third-parties or other sources, enter 0.

In Column (e), enter the total amount of *all* matching funds, which should be the sum of the amounts entered into Columns (b), (c), and (d). This amount must be exactly the same as the amount in Section A, Row 1, Column (f) under Non-federal.

In Row 12, enter the totals for Columns (b), (c), (d), and (e), which must be exactly the same as the totals in Row 8.

Sections D, E, and F

These sections are not required and should be left blank.

17.9 SF-424B Assurances - Non-Construction

All SBA Applicants are REQUIRED to complete the SF-424B Assurances form. On page two of the form, the authorized certifying official must sign and date the form, certifying the Applicant organization will comply with the requirements set forth in the form. In addition, provide the title of the Authorized Organization Representative and the name of the Applicant organization. Further instructions are available at http://www07.grants.gov/agencies/forms_instruction_information.jsp.

17.10 Supplemental Information

The Supplemental Information upload does not include a template. This upload is intended to give the Applicant an opportunity to provide any additional or supplemental information it deems important to an assessment of the proposed project. This upload is optional for all SBA Applicants. The Applicant may submit files in any valid file format, though PDF is generally recommended. It is recommended that the Applicant clearly label the contents of the supplemental uploads and make reference to them from any relevant application response or upload.

Once the Applicant has completed its application, it is advised to proofread the materials submitted and verify the consistency of data provided in more than one location (particularly with respect to the project budget). Then the Applicant should go to the Review and Submit page. The Applicant will see a list of all of the Easygrants submission validation requirements. The Applicant will be unable to submit the application until all of the validation requirements have been satisfied. If any sections are marked incomplete, the Applicant will need to revisit that section to provide additional information or make corrections. Once all validation requirements have been satisfied, the Applicant may submit its application by clicking the —Submit□ button. **Once the application has been submitted, it is presumed that the application is final, and the Applicant will no longer be able to make changes to the application.** By submitting this application, the Applicant certifies that the information and responses in the application are material representations of fact and are true and correct.