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 this 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.□

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

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

Porject Description

The Applicant must provide a title for its project, that is descriptive and illustrates the purpose of the project.

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 proposal. For the same reason, the Applicant should avoid including any confidential or proprietary information in this description. It is useful for the project description 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.
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**

Other Applications

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.

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, you have 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 PCC Applicant may be coordinating its application with a CCI application.

The ability of the PCC 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.

Applicant Exempt question

Key individuals

Essays

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.
c. Area(s) to be served; population of the target area(s), including demographic information; and the estimated number of potential users of your public computer center(s).
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 public computer centers affected, number of new or improved workstations and training opportunities, the number of new 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, and the causal relationship between the program‘s actions and its intended results;
- A quantitative description of the population served per year, per program element (*i.e.*, outreach, education, computer give-away, etc.);
- A description of 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
  - The extent to which the project addresses more than one statutory purpose.

The Applicant must explain how its project relates 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.
An 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 Comprehensive Community Infrastructure 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 the project's intended outcome and metrics that can be used to evaluate the project's level of 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.
encouraged to collaborate with other federal or state government programs,

This response is limited to 3000 characters.

Question on Technology Strategy: Please describe the overall technology plan that you intend to deploy in your program. If appropriate, please include the primary types of network equipment and technology you plan to use, as well as how you will ensure a reliable, secure, and user-friendly system for the public users of your broadband access facilities.

The Applicant should submit a detailed technology plan associated with its public computing center program. The plan should outline the major types of equipment and technology the Applicant should use and explain how the Applicant will ensure a reliable, secure, and user-friendly system. Please be sure to clearly list and describe the hardware, software, and technical peripherals in this 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, or engineering documents for broadband network WAN and LAN build-outs.
This response is limited to 6000 characters

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

Applicant must clearly explain whether facilities funded under this grant program would be open to the general public or to a particular subset of the public served by the institution. If one or more of the Applicant‘s facilities limit access to specific groups, such as youths or seniors, it must explain how this is consistent with the public interest and describe the reasoning behind this focus, paying particular attention to the —vulnerable populations identified in the NOFA. For example, if the Applicant operates a senior citizens‘ center with programs, equipment, and personnel designed to serve the elderly, it might describe its need to maintain a safe, secure, accessible, and quiet environment by limiting access to citizens over the age of 55. The Applicant must explain the methodology used to identify this targeted population and explain whether it can be verified via the U.S. Census bureau.
If the Applicant‘s organization charges membership dues or other fees for the general public or for a specific population as identified above, it must also clearly show that these fees are reasonable and in the public interest. For example, if the Applicant operates a Boys and Girls Club, YWCA, or local community center and charges a modest membership fee to offset operating expenses, it should describe its fees in relation to the budgetary and financial data it describes in other sections of this application, and detail any provisions for waiving fees in circumstances of demonstrated hardship.
This response is limited to 3000 characters

Question on Restrictions on Center Use: If the use of your center(s) is restricted to certain purposes, please identify those and explain the reasons for the restrictions.

If the Applicant‘s center is used for a single purpose rather than for general public access, it should explain the rationale for this, clearly stating why it believes this is in the public interest. For example, if the Applicant‘s center offers job training and employment counseling only, it might note that its workstations are customized to provide ready access to employment databases, skills training software, and similar tools, and that the demand for its services is so great that it precludes offering general access.
This response is limited to 1500 characters.

Question on Involvement of Community Colleges: Please describe any involvement of a community college in this application. In particular, if the project will create a public computer center in a community college, please discuss whether this will deliver substantive benefits to the community college‘s core mission.
The Applicant is required to identify any involvement of a community college(s) in its proposed project. The Applicant is encouraged to demonstrate how the public computer center will leverage the capabilities and resources of the school to enhance its ability to serve the community through new programs or services and how the computer center will aid the school in improving its existing educational programs.
This response is limited to 1500 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 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), they 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.

Delinquent federal debt question; waiver question—N/a

Question: Are you partnering with any other key institutions, organizations, or other entities for this project? If —Yes, then a letter of commitment from all key partner(s) will be required. Upload all letters of commitment in the —Uploads section of the application.

If —Yes, the Applicant should include its key partners on this page and provide letters of commitment from each key partner in the —Uploads section of the application, see section 17.2 below. Applicants should click the —ADD button to provide information on each key partner (see additional guidance 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.

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 PCC 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.

The Applicant is also required to identify its partner‘s organization type. Please select from the options available. (p. 35)

Is your key partner a small business?
The Applicant is required to indicate whether the 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.

The Applicant is required to indicate whether the key partner is a socially and economically disadvantaged small business concerns (SDB). Please see section 5 above for a discussion of the definition of an 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 District/Tribal

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:
- Black/African-American

See categories p. 40

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 write an essay answer explaining how its proposed projects will address the needs of each group. The Applicant should provide background data on each group and specifically indicate how the 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 the Applicant in providing demographic and other information about local vulnerable populations.
The Applicant should fully describe how it identified the vulnerable population groups that its proposed projects will target, and whether the Applicant used its own methodology or one of the sources listed above.
This response is limited to 3000 characters.

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 indicated that its proposed project would be specifically directed to serve people with disabilities, it is required to explain how its 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. 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.

The Applicant that indicates that the proposed project would be specifically directed to serve speakers of English as Second Language (ESL) 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.
The Applicant must provide information detailing the public education and awareness campaigns it will conduct as a part of its proposed project. For each medium or method proposed, the Applicant should identify the target demographic, and the expected numbers of persons reached. Also, the Applicant should explain why the methods it has chosen are appropriate for its audience.
This response is limited to 3000 character

Question on Outreach: Please describe your outreach strategy to ensure usage of services and equipment provided in your program proposal, and why you have chosen this strategy.
The Applicant must provide information detailing the public education and awareness campaigns it will conduct as a part of its proposed project. For each medium or method proposed, the Applicant should identify the target demographic, and the expected numbers of persons reached. Also, the Applicant should explain why the methods it has chosen are appropriate for its audience.
This response is limited to 3000 characters.
Question: How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?
The Applicant is required to identify the total number of new users it expects to generate at its public computer center(s). The information it provides should relate only to the results of programs funded by BTOP. If the Applicant is targeting a specific population group, ensure that the estimate is realistic and does not exceed the targeted population size. If it has existing programs that are not funded by BTOP grants, it should not include information about the users of those programs here.

Training and Education

Question on Peripherals and Equipment: Please describe the specific types of personal computing peripherals and/or broadband equipment that you intend to provide for each workstation.
The Applicant that proposes a program that will include providing equipment or computers to individuals, families, or small businesses is required to provide an estimate on the number of computing peripherals and/or broadband equipment it intends to provide. In addition, include the characteristics of each type of equipment. Please indentify any special peripherals and equipment that will only be available at certain locations.
This response is limited to 1500 characters. s.

Question on Workstation Software: Please describe the type of software that you intend to provide on each workstation.

The Applicant is required to describe the characteristics of each type of software it intends to provide on each workstation.
This response is limited to 1500 characters.

Question on Training and Education Programs: Please describe your primary training and educational programs, including curricula, student certification programs, and number of instructors and their qualifications. Explain how these programs respond to the needs within your community, and detail any lessons learned from prior experience.

The Applicant that proposes training and education programs is required to identify the curriculum, certification programs, and the number of instructors that will be dedicated to teaching each program. Furthermore, the Applicant will need to demonstrate, by example, how these programs will respond to and benefit the needs of the community, including training and educational objectives and milestones that will be reached. NTIA encourages the Applicant to provide examples of old programs and the lessons learned from those programs that will be used in the future for the implementation of new programs. The Applicant should be certain to indicate whether additional recourses will be allocated to PCCs that focus on training.
This response is limited to 6000 characters.

Question: If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?

The Applicant proposing digital literacy or other training programs should indicate the estimated number of people the proposed training program will serve on an annual basis. The information the Applicant provides should relate only to the results of programs funded by BTOP. If it has existing programs that are not funded by BTOP grants, it should not include information about the beneficiaries of those programs here.

How many hours of training will be provided for each participant

The Applicant proposing digital literacy or other training programs should indicate the estimated number of training hours that will be provided to each participant. The information the Applicant provides should relate only to the results of programs funded by BTOP. If it has existing programs that are not funded by BTOP grants, it should not include information about the hours of those programs here.

How many FTE instructors will you employ for these courses?

The Applicant proposing digital literacy or other training programs should indicate how many Full Time Employee (FTE) instructors or facilitators the proposed project will employ for training courses. The information the Applicant provides should relate only to the results of programs funded by BTOP. If it has existing programs that are not funded by BTOP grants, it should not include information about the FTEs of those programs here.

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

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 is expected to convincingly demonstrate the ability to sustain the projects beyond the funding period. The Applicant should detail how any costs associated with training and/or other recurring expenses will be covered after the grant expires. The Applicant must also explain how its project will enable its public computer centers to sustain themselves, provide ongoing services, and maintain community support beyond the scope of this grant.
The Applicant should submit a plan describing how programs funded by this grant program will sustain themselves without ongoing federal grant assistance after the funding period has ended. BTOP seeks to support organizations that need funds to expand services but have a demonstrated ability to provide services beyond the scope of the grant period. To the extent the Applicant seeks funding for operational expenses during the grant period, it will be vitally important for the Applicant to demonstrate how it will secure funds to cover those costs at the conclusion of the grant program. The Applicant should provide information about its past history as well as any substantiating data on other sources of funding for 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.

Question on 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 cost as defined in the NOFA and in federal grant requirements (see to 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 ver ified. NOTE: 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.

This response is limited to 6000 characters.

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.

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.

Question on Budget Narrative: Please provide a narrative that explains the project budget (as proposed on SF-424 A and/or SF-424 C) and spending plan (timeline) in sufficient detail for reviewers to determine whether the expenditures are necessary and appropriate to the solution you are proposing. Response is limited to 3000 characters. The budget narrative is an important supplement to the detailed budget and SF-424A (nonconstruction) or SF-424C (construction), 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 or SF-424C.

The descriptions in the budget narrative must be easily linked to actual numbers in the Detailed Budget and the SF-424A or SF-424C. 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 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 institutions served).

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, 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, in 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 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 an 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.

Applicants are required to identify Historical Financials for 2007, 2008, and 2009 for the following categories: (see p. 53)

Describe the methodology to estimate jobs
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.

Public Computer Centers Capacity

List the number of public computing centers in each of the appropriate categories to complete a total number of proposed public computing centers. If the Applicant does not have a center in a particular category, enter —0 in the box. The figures provided here should precisely match the data provided in the PCC Details upload—with one exception: the PCC Details template includes two additional types of centers—mobile and commercial. Centers in these categories in the upload should be included in the —Other Community Support Organizations category for this response.

Public Computer Centers capacity

List the number of public computing centers in each of the appropriate categories to complete a total number of proposed public computing centers. If the Applicant does not have a center in a particular category, enter —0 in the box. The figures provided here should precisely match the data provided in the PCC Details upload—with one exception: the PCC Details template includes two additional types of centers—mobile and commercial. Centers in these categories in the upload should be included in the —Other Community Support Organizations category for this response

The Applicant should also detail the current population in the service area to indicate the size of the area in terms of people. The BTOP provisions of the Recovery Act identify a core goal of providing broadband access to more people.

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 minority serving institutions should be accounted for in both the minority serving institution totals and for overall public computer center totals above. Please ensure that the numbers provided here are consistent with the data provided in the PCC Details upload.

Weekly usage summary

In each question, identify the amount of current and proposed persons to be served. If the Applicant does not have an answer for a particular category, enter —0 in the box. The Applicant should answer the questions that identify the number of persons served by each of its current public computer centers without including the estimated service level proposed to be served after receiving BTOP funding. In contrast, the proposed numbers should include targets for the number of additional persons served if the Applicant's proposal receives funding. Please ensure that the totals provided here are consistent with the totals provided in the PCC Details upload.

Broadband workstation summary

The information the Applicant provides here will help NTIA determine the capacity of the center(s) now and how that will change as result of the BTOP project if it is funded. The Applicant should identify the total number of current workstations, and the average broadband speed for the public computing centers included in the grant application. The Applicant should also identify, to the extent practical, the expected changes in the number of workstations and facility broadband speed that would occur if the Applicant's proposal receives funding. Please ensure that the figures provided here are consistent with the totals provided in the PCC Details upload.

Project Readiness

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

Organizational Readiness

Please describe key factors that demonstrate an Applicant's organization will be prepared to implement, operate, and sustain your project using federal funds. Include past experience in managing projects of comparable size and complexity.

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 apublic computer center. 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 the Applicant plans to achieve each goal or milestone. Milestones might include hiring of key staff, finalizing of program curricula, purchase of equipment, installation and configuration of new computer terminals or in-building networking, a ―grand opening of new or improved facilities, timelines for graduating classes from new training programs, or other items critical to the success of the proposed project. The schedule should clearly identify the start dates and expected completion of different phases of the project.
Additionally, 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: If the Applicant and any proposed award subrecipients 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 this PCC application have construction or ground disturbing activities? If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.
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 PCC Applicants must answer the first question, as to whether the proposed project includes construction or ground disturbing activities. If the proposed project involves construction or ground disturbing activities the Applicant should proceed to the Environmental Questionnaire Part Two. If the Applicant‘s project does not include construction or ground disturbing activities, it should complete this 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.

Question on Project Description: Describe all project-related construction activities, including, but not limited to building construction related to installing pre-fabricated buildings; internal modifications, or equipment additions to buildings or other structures (*e.g.,* relocating interior walls or adding computer facilities); the construction and installation of buried cable; or installation of telecommunications transmission facilities including construction of new monopole towers, satellite dishes. Complete descriptions must be provided for each site affected by project-related construction

Describe any past or planned community or local, state or federal government consultation for environmental issues surrounding the proposed project, *e.g.,* state historical preservation officer, U.S. Fish and Wildlife Service.
The Environmental Questionnaire must be completed for all PCC projects that include construction or ground disturbing activities. Select —Add to address each relevant question. Any project-related activity that may adversely affect the environment must not be undertaken prior to the completion of theenvironmental review process prescribed by NTIA. Doing so may jeopardize consideration of the application. All of the following questions must be completed or the application will be considered incomplete. Additional guidance related to BTOP environmental requirements can be found at http://www.broadbandusa.gov/compliance.htm. Applicants for PCC projects must complete the environmental questionnaire to comply with the National Environmental Policy Act, the National Historic Preservation Act, and the Endangered Species Act, and other applicable environmental regulations set forth in more detail at http://www.broadbandusa.gov/compliance.htm.
Each response is limited to 1500 characters.

Question on Property Changes: Describe and indicate the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project. Describe the current land use and zoning for each project site affected by construction including whether the project is proposed to be located on public land owned or managed by the federal government. For information related to federal lands see the following Web site – http://www.geocommunicator.gov. This Web site provides cadastral survey and land management information and data from the National Integrated Land System specifically the distribution of the Public Land Survey System (PLSS), other survey-based data, and federal land boundaries.
Question on Buildings: Describe buildings or other structures (*i.e.,* transmission facilities), including dimensions, to be constructed or modified. For linear projects, state whether the project is to be located on or within previously disturbed public rights-of-way.

Question on Wetlands: Describe and indicate whether wetlands are present on or near the project site(s) affected by construction (maps of wetlands may be obtained from the U.S. Fish and Wildlife Service's National Wetland Inventory Web site: http://www.fws.gov/wetlands/ or from soil maps obtained from the USDA, Natural Resource Conservation Service's Web site: http://websoilsurvey.nrcs.usda.gov/app/HomePage.htm).

Question on Critical Habitats: Describe and indicate whether any project site(s) will directly or indirectly affect any threatened, endangered or candidate species or is within or near critical habitats. To document the analysis, The Applicant must provide species lists and appropriate specie accounts obtained from the U.S. Fish and Wildlife Service's Web site: http://ecos.fws.gov/tess_public/ for each county affected by construction of the project.

Question on Floodplains: Describe whether or not any facility(ies) or site(s) are located within a 100 or 500-year floodplain. Information related to floodplains and National Flood Insurance Maps may be obtained from the Federal Emergency Management Agency's (FEMA) Web site:

http://www.msc.fema.gov/webapp/wcs/stores/servlet/CategoryDisplay?catalogId=10001&storeId=10001&categoryId=12001&langId=-1&userType=G&type=1. If any project-related construction activities are within floodplains, a copy of the FEMA, —FIRMette with construction activities depicted on the map must be included. For obtaining FIRMettes review the tutorial provided by FEMA.

The FEMA tutorial mentioned in the Question on Floodplains can be found at:
http://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=-1&content=firmetteHelp_0&title=FIRMette%20Tutorialhttp://www.msc.fema.gov/webapp/wcs/stores/servlet/info?storeId=10001&catalogId=10001&langId=1&content=firmetteHelp_0&title=FIRMette%20Tutorial

Question on Protected Land: Describe any cultural resources, including historic properties, *i.e.,* properties listed in or eligible for listing in the National Register of Historic Places, which are located in or within a one-mile radius of the project area and how they may be impacted by the project. Information related to historic properties can be obtained from the State Historic Preservation Office (SHPO) in the Applicant's respective state – see the Web site of the National Conference of SHPO: http://www.ncshpo.org/find/index.htm. The Applicant must indicate if any portion of the project is located on tribal lands, meaning lands within the exterior boundaries of any Indian reservation and all dependent Indian communities. Information regarding historic properties located on tribal lands may be obtained from the Tribal Historic Preservation Officer (THPO) or the tribe's official representative for historic preservation. If provided, the Applicant should provide any information gathered about historic properties on tribal lands, including any correspondence with an Indian tribe.

The Applicant must gather information about the nature and location of historic properties from the SHPO. SHPOs should be asked the following questions:

- Is the proposed project located on, within or adjacent to any properties listed in or eligible for listing in the National Register of Historic Places? Is the proposed project located on, within or adjacent to a National Historic Landmark? If the answer is yes, describe and indicate the geographic relationship between the project and property with maps.

- Will the proposed project impact, use or alter a building or structure that was constructed more than 50 years ago? If so, describe the building/structure with a statement of its condition, including photographs, and document its age.

- If provided, the Applicant should provide SHPO responses/information to these questions including any correspondence with the SHPO.

Question on Coastal Areas: Determine whether or not the project is within the boundaries of a coastal zone management area (CZMA). For boundary related and contact information related to CZMA, see National Oceanic and Atmospheric Administration, Office of Ocean and Coastal Resource Management's Web site: http://coastalmanagement.noaa.gov/consistency/welcome.html.

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

The Applicant may submit a copy of any environmental review document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from state, local or other federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein. If an Applicant advances to Due Diligence, NTIA will require the Applicant to provide applicable maps pertinent to the environmental review.

In order to complete each that has a template, the Applicant must download the template and save the file to the Applicant's computer. The Applicant should open the file, enter the required information, and save the file on the Applicant's 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 required uploads listed above 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, the Applicant *must* provide documentation in the Government and Key Partnerships upload. If the Applicant is requesting a waiver in the application, the Applicant *must* provide documentation in the Waivers upload.

17.1 Management Team Resumes and Organization Chart

This is a REQUIRED upload for all PCC 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 and as it relates to the Applicant's organizational hierarchy.

17.2 Government and Key Partnerships

This is a REQUIRED upload for all PCC 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 PCC Applicants that are not partnering with key institutions, organizations, or other entities.

Applicants 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 the 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 PCC Applicants.

Applicants must provide detailed organizational financial statements for the last two years: a) Income Statement; b) Balance Sheet; c) Statement of Cash Flows. If Applicants' organizations were establishedless 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 GAAP are preferable. If Applicants cannot readily produce this data in a standard format, they 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 its financial history for a minimum of one year prior to submission of this application. If appropriate, Applicants 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 Applicants 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 Public Center Detail

This upload is REQUIRED of all PCC Applicants. The Public Center Detail template includes an Excel worksheet requiring the Applicant to provide data on all public computer centers that will 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 Public Computer Center Details worksheet provided but may add rows as necessary to accommodate all of the public computer centers that will benefit from this project. The required information for each public computer center includes the following:

- Center name (indicate whether it is a current or proposed center);
- Name of organization running the center – if different from the Center name;
- Address of the center – provide the physical address of the center 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, Mobile, Commercial, Community College, Public Housing, Other Institution of Higher Education, Other Community Support Organization or Other Government Facility; and
- Minority serving institution type – indicate whether the center 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

In addition, for each Public Computer Center, Applicants must provide the following:

- Estimated number of total persons in facilities service area;
- Current number of broadband workstations available;
- Proposed number of broadband workstations to be replaced;
- Proposed number of broadband workstations to be added;
- Proposed number of broadband workstations available;
- Current facility broadband connection speed (Mbps);
- Proposed facility broadband connection speed (Mbps);
- Current average hours center is open to the public per 120-hour business week;
- Proposed average hours center is open to the public per 120-hour business week;
- Current average hours center is open to the public per 48-hour weekend;
- Proposed average hours center is open to the public per 48-hour weekend;
- Current number of persons served by center per 120-hour business week;
- Proposed number of persons served by center per 120-hour business week;
- Current number of persons served by center per 48-hour weekend;
- Proposed number of persons served by center per 48-hour weekend.

Note that the calculated totals in bold under a number of columns will be needed to complete the PCC Capacity page of the application. These include the following columns: estimated number of total persons in facilities service area, current number of broadband stations available, proposed number of broadband workstations available, current facility broadband connection speed, proposed facility broadband connection speed, current number of persons served per 120-hour business week, proposed number of persons served per 120-hour business week, current number of persons served per 48-hour weekend, and proposed number of persons served per 48-hour weekend.

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 must not convert it to a PDF prior to upload.

Additionally, the Applicant should not modify the format of the template (*e.g.*, by adding or removing worksheets).

17.5 Detailed Budget

This upload is REQUIRED of all PCC 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.
All project costs should be contained in the budget documentation. Subrecipient costs should be rolled up into the primary the 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 were 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 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. Again, note that if the major purpose of the proposed project is construction, land acquisition, or land development, the Applicant should submit SF-424C (Budget – Construction) and SF-424D (Assurances – Construction) *instead of* SF-424A and SF-424B.

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 (TV, radio, newspaper, etc) 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 Applicants 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 (this will not the case if the Applicant has completed the SF-424C instead of the SF424A). 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.

17.6 Waivers

The Waivers upload is a Word document required for all Applicants that request a waiver from any of the following: 1) 20 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 11.1 for guidance on requesting a waiver.

17.7 BTOP Certifications

This upload is REQUIRED of all PCC 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.

17.8 SF-424 A and C Budget

This upload is REQUIRED for all PCC Applicants.
All PCC Applicants are required to complete either the SF-424A or SF-424C forms included in this file. The SF-424A should be used unless the major purpose of the Applicant's project is construction, in which case the SF-424C should be completed. In this context, construction means the construction of new buildings, completion of shell space in existing buildings, renovation or rehabilitation of existing buildings, and construction or development of real property infrastructure improvements (*e.g.*, site preparation; utilities; streets; curbs; sidewalks; parking lots; and other streetscaping improvements). In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction. For example, if the major purpose of an award is to allow a recipient to conduct digital literacy training courses, the renovation of a computer lab area would not be considered construction under this chapter.

In determining whether an SF-424C is needed for a proposed project, also note the OMB Circular A-102 statement that —agencies shall use the Budget Information (Construction) and Standard Assurances (Construction) when the major purpose of the project or program is construction, land acquisition or land development. Additionally, note the distinction between construction and alteration in Chapter 17 of the DOC Grants Manual (available at http://oam.ocs.doc.gov/gmd_updated-doc.html).[1]

[1] —Activities under an award are considered construction when the major purpose of the award is construction…. In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. For example, if the major purpose of an award is to allow a recipient to conduct educational or business seminars, the renovation of an educational exhibit or staging area would not be considered construction….

Instructions for the OMB forms are available at http://www07.grants.gov/agencies/forms_instruction_information.jsp. Note the special guidance below for completing the forms for BTOP applications.
SF-424A

Section A- Budget Summary

Only Rows (1) and (5) should contain information. Rows 2-4 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.

1 —Activities under an award are considered construction when the major purpose of the award is construction…. In contrast, alteration of facilities incidental to a non-construction purpose is not considered construction under this chapter. For example, if the major purpose of an award is to allow a recipient to conduct educational or business seminars, the renovation of an educational exhibit or staging area would not be considered construction….

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.

SF-424C
In Column (a), enter the total project cost for each line item.
In Column (b), if this is an application for a "New" project, enter that portion of the cost of each item in Column (a), which is not allowable for federal assistance. Contact the federal agency for assistance in determining the allowability of specific costs. If this application entails a change to an existing award, enter the adjustment [+ or -] to the previously approved costs (from column (a)) reflected in this application.
In Column (c), total Allowable Costs (Column (a) – (b)).
Review the instructions at the bottom of the SF-424C for further clarification on the budget categories.

- **Line 1**. Administrative and Legal: Enter estimated amounts needed to cover administrative expenses. Do not include costs that are related to the normal functions of government. Allowable legal costs are generally only those associated with the purchases of land that is allowable for federal participation and certain services in support of construction of the project.
- **Line 2**. Land, structure, rights-of-way, appraisals, etc.: Enter estimated site and right(s)-of-way acquisition costs (this includes purchase, lease, and/or easements).
- **Line 3**. Relocation expenses and payments: Enter estimated costs related to relocation advisory assistance, replacement housing, relocation payments to displaced persons and businesses, etc.
- **Line 4**. Architectural and engineering fees: Enter estimated basic engineering fees related to construction (this includes start-up services and preparation of project performance work plan).
- **Line 5**. Other architectural and engineering fees: Enter estimated engineering costs, such as surveys, tests, soil borings.
- **Line 6**. Project inspection fees: Enter estimated engineering inspection costs.
- **Line 7**. Site work: Enter estimated costs of site preparation and restoration that are not included in the basic construction contract.
- **Line 8**. Demolition and removal: Enter estimated demolition and removal costs.
- **Line 9**. Construction: Enter estimated cost of the construction contract.
- **Line 10**. Equipment: Enter estimated cost of office, shop, laboratory, safety equipment, etc. to be used at the facility, if such costs are not included in the construction contract.
- **Line 11**. Miscellaneous: Enter estimated miscellaneous costs.
- **Line 12**. SUBTOTAL: Total of items 1 through 11.
- **Line 13**. Contingencies: Since contingency fees are not reimbursable expenses through BTOP, leave row 13 blank.
- **Line 14**. SUBTOTAL: Enter the total of lines 12 and 13.
- **Line 15**. Project (program) income: Applicants should 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.
- **Line 16**. TOTAL PROJECT COSTS: Subtract line 15 from line 14.
- **Line 17**. Federal assistance requested: The percentage used should result in the exact dollar amount of the federal funding request, and can be no more than 80 percent unless a matching waiver has been requested. For example, an Applicant proposing to contribute 23.5 percent in matching funds would use 76.5 percent in Row 17 to calculate the exact federal funding request. Note that the amount in 17c will need to be identical to the federal funding request in the General Budget Overview, the Detail of Project Costs, and tie out to the exact dollar in all relevant sections of the application.

Note that subtotals will need to be easily traceable to the line items in Column G of the Detail of Project Costs.
Verify that all formulas are correct by hitting F2 on subtotals to view its components.

17.9 SF 424 B and D Assurances – Non Construction and Construction

All PCC Applicants are required to upload a completed assurance in the form of either an SF-424 B or D. Applicants that completed an SF-424A non-construction budget should complete the SF-424B assurances. Applicants filed an SF-424C construction budget should complete the SF-424D assurances.

On page two of the forms, the Authorized Organization Representative 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 certifying official and the name of the Applicant's 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 Applicants an opportunity to provide any additional or supplemental information Applicants deems important to an assessment of the proposed project. This upload is optional for all PCC 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 its 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. There the Applicant will see a list of all of the Easygrants submission validation requirements. The Applicant will be unable to submit its 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.