



West Virginia Technical Assistance Grants Program

Notice of Funds Available

28 June 2012

WV Broadband Mapping Program

State of West Virginia

West Virginia Geological & Economic Survey

1 Mont Chateau Road

Morgantown, WV 26508-8079

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Introduction

Background

High-speed broadband internet is a critical component for economic growth, education, health care, public safety, commerce, and communication in our increasingly global economy. The number of businesses and government agencies using broadband internet and wireless communications has expanded exponentially since the advent of the technology. The majority of western nations have extremely high rates of broadband use and connectivity for their citizens, yet nearly 100 million Americans still have not adopted this technology.

In many cases, these Americans live in rural areas, where technology resources are limited. Thus it is these citizens who stand to gain the most from broadband literacy and technologies. High-speed internet eliminates the need for distant travel by giving users the benefits of tele-conferencing, tele-medicine, e-government, virtual learning, commercial research and online consumer cost savings.

Federal and state governments have long recognized the importance of this technology. In 2009 Congress directed the Federal Communications Commission (FCC) to develop the National Broadband Plan to address what it considered the greatest infrastructure challenge of the 21st century: to provide every American access to broadband internet. This plan was published in the spring of 2010.

Approximately \$7.2 billion from the 2009 American Recovery and Reinvestment Act (ARRA), also known as the Stimulus Act, was appropriated to the U.S. Department of Agriculture (USDA) and the U.S. Department of Commerce (DOC) to fund broadband mapping, planning, technical assistance, and infrastructure installation programs. To address these goals, the DOC provided the National Telecommunications and Information Administration (NTIA) with \$4.7 billion for the Broadband Technology Opportunities Program (BTOP) grant and the State Broadband Data Development (SBDD) grant.

The BTOP grant is tasked with installing broadband internet and communications hardware throughout the nation to support a solid broadband backbone and middle mile architecture in the form of wireless towers, routers and fiber-optic wire-line connectivity.

The SBDD grant is tasked with three specific objectives to support the BTOP grant: (1) mapping broadband resources in each state, (2) conducting planning to support future broadband updates, and (3) providing technical assistance in the form of training, education, and application development to encourage broadband adoption and use.

West Virginia SBDD Grant Funding

In 2009, the West Virginia Geological and Economic Survey (WVGES) Office of GIS Coordination (OGC) applied for a grant from the NTIA SBDD Grants Program. The initial award enabled the WVGES to create a statewide map showing broadband coverage by type and by transmission speed. The result of this work is the West Virginia Broadband Map, which is available at: <http://www.wvbroadbandmap.org> . The NTIA National Broadband Map is available at: <http://broadbandmap.gov/> . The West Virginia Broadband Map is a valuable planning resource to help identify un-served and under-served regions of the state requiring infrastructure installations to meet the needs of various sectors. A supplemental round of ARRA funding became available to promote broadband adoption in un-served and under-served areas of the state.

Technical Assistance Grants Program

Approximately \$650,000 in funding is available from the Technical Assistance portion of the SBDD grant for broadband related training, education, and online application development through the West Virginia Technical Assistance Grants Program.

These funds can be awarded to non-profits, educational institutions, community organizations, public-private partnerships, planning and economic development groups, and state, local and municipal government agencies to support local and regional programs to improve broadband literacy, training, and online application development. Information on these grants is contained in this document.

Opportunities exist, and are encouraged, for public-private partnerships and private sector business enhancements that draw upon broadband applications and broadband technologies to promote economic development and job creation.

Grant applicants are encouraged to examine whether their specific project would benefit from the technical assistance offerings of two partner institutions whose services have been retained for this grant program. The Nick J. Rahall, II Appalachian Transportation Institute can provide training services for broadband technologies, technical assistance, and planning services. See the following link to their web site: <http://www.njrati.org/>

The West Virginia GIS Technical Center can provide technical mapping and planning services. See the following link to their web site: <http://www.wvgis.wvu.edu/>

Section 1: Program Goals and Objectives

The goal of the Technical Assistance Grants Program is to enable individuals and groups in eleven primary sectors (listed below) to be fully trained on broadband services and internet applications that are currently available, or due to become available, as BTOP grant-funded broadband hardware is installed across the state.

1-1. Eligibility

This application guide will help you apply for a Technical Assistance grant as part of the West Virginia Technical Assistance Grants Program. Where appropriate this guide contains samples and suggestions. These samples and suggestions are not a formula, nor a guarantee, for a successful application.

Any broadband technology training initiative that draws upon broadband internet applications or communications technologies and encourages economic development, government services, law enforcement and homeland security, education and distance learning, virtual medical service and health care, and environmental monitoring in West Virginia is a qualified initiative under the definition of ‘technical assistance’. *The project work must take place in West Virginia and be of clear benefit to West Virginia entities.*

Thus any public, private, non-profit or volunteer entity willing and able to carry out online training or computer application development to encourage the use and adoption of broadband technologies in a particular sector is eligible to apply for funding. Technical training, train-the-trainer programs, internal and external reporting applications, and economic development applications that streamline business and foster economic productivity are all examples of programming that are eligible for grant funding. These grants are not operational grants, and may not be used to pay utilities or repay loans. The Technical Assistance Grants Program is only legally authorized to provide grant assistance, and may only fund projects eligible under this grants program. *This program does not have the legal authority to make loans to public, private or non-profit entities.*

Some of the sectors that can be funded by Technical Assistance grants are as follows:

• Agriculture	• Libraries
• Economic Development	• Local Government
• Education	• Public Safety
• Emergency Services	• Public-Private Partnerships
• Energy & Environment	• Tourism & Hospitality
• Health Care	

Examples of barriers and/or obstacles in each sector, and broadband technology goals, are as follows:

Agriculture – All of us appreciate fresh fruits and vegetables. There is no better way to enjoy them than to help farmers with online collaboration, agricultural and livestock monitoring and reporting technologies, online marketing and sales, and education and awareness related to using existing online tools and capabilities. Broadband technology goals can include training farmers and agribusinesses on how to use existing online reporting and communication tools for enhanced productivity and sales.

Economic Development – Every business in West Virginia can benefit from the use of broadband technologies to help overcome the ‘digital divide’. Broadband technology goals include enhancing economic development opportunities in un-served and underserved areas of the state.

Education – Educators need to overcome barriers to digital lesson planning and online classroom instruction, online testing and educational reporting. Broadband technology goals are to enhance training for teachers and administrators in these areas, produce applications that enhance online reporting, after school programs, and digital learning and testing.

Emergency Services – Responding to disaster in a timely and coordinated manner is necessary to save lives. Our emergency responders need to overcome barriers to disaster management software and communications hardware training, search and rescue and flood monitoring and reporting applications. Goals are to provide training on software and hardware, and create applications to enhance disaster management.

Energy and Environment – Our energy needs grow with each passing year, and so does our stewardship of the environment. These sectors need to overcome barriers to application development and training for online reporting and monitoring. Broadband technology goals are to provide energy companies and environmental regulatory agencies with training for Federal and State online reporting tools, and to create online applications for environmental monitoring and infrastructure security in both sectors.

Health Care – Access to good health care is a standard by which Americans judge their communities. As community anchor institutions, hospitals need to overcome barriers to tele-medicine through technical training on hardware and software that can enhance patient diagnosis and care, virtual medicine, communications, and first response capabilities. Broadband technology goals are to train medical and health care staff on how to effectively harness existing technologies for enhanced virtual healthcare..

Libraries – As vital community anchor institutions providing broadband services, libraries need to overcome barriers to information exchange, research capabilities and handicap accessibility. Broadband technology goals are to enhance training for library staff in these areas and connect staff with a greater array of digital resources.

Local Government – No one likes dealing with bureaucratic red tape. The birth of new technologies has led to the need to implement e-government initiatives such as online application submission, processing and fee payment to shorten regulatory review and

approval times. Broadband technology goals are to create applications for local government agencies and citizens, train government staff in their use, conduct public awareness campaigns, and foster adoption of online applications.

Public Safety – The safety of our citizens and children is paramount to leading happy and healthy lives. The men and women who protect us need assistance to overcome barriers to broadband telecommunications, digital database access, and Federal and State online reporting applications. Goals are to provide training on hardware and software for enhanced operations, homeland security and counter-terrorism monitoring.

Public-Private Partnerships – Collaboration between government and business can often be a win-win for everyone. Our grants program is actively looking for such partnerships to overcome barriers in all of the above sectors through collaboration with city, county and state government agencies. If you have a solution, let us know about it.

Tourism & Hospitality – Everyone enjoys a good vacation. Helping you find that special destination requires us to overcome barriers to online advertising and marketing of West Virginia's tourism and hospitality-oriented businesses. Broadband technology goals are to boost online presence through classes and training in web page design and how to implement online reservations and payments for goods and services.

SBDD Technical Assistance grants will be awarded in amounts of \$5,000 to \$30,000 per successful applicant. Those seeking to conduct training or technical assistance for more than one group or entity may apply for more than one grant and be awarded more than one grant. **The cash match and/or in-kind contribution is fixed at 25% for all grant awards.** This percentage of match or in-kind funding must be met on a quarterly basis to coincide with Federal SBDD grant funds, and must be demonstrated in quarterly financial statements.

A cash match consists of non-federal funds allocated specifically for the activities described in your grant application package. This includes third-party cash matches from partner organizations or beneficiaries who wish to contribute.

An in-kind contribution consists of non-federally-funded goods and services relevant to the project goals, and may be provided by third party donations or contributors.

The following entities are eligible to apply for SBDD Technical Assistance grants:

- Non-Profits
- Educational Institutions
- Community Organizations
- Planning and Economic Development groups
- State, Local and Municipal Government Agencies

Individuals are **not** eligible to apply for grant funding.

1-2. Grant Application

The attached application package is to be used when applying for funds for projects that support the SBDD grant program's goals and objectives in any of the sectors. Both single purpose and multi-purpose grant applications will be accepted. **This document and all necessary application forms may be downloaded online from the WVGES web site at: <http://www.wvbroadbandmap.org> - and click on "Grants".**

1-3. Grant Award

The maximum value for a grant award is \$30,000 and the minimum value is \$5,000. Applicants may apply for more than one grant, to address multiple projects, and receive more than one award. The applicant may **not** request funds for reimbursement of pre-contractual costs, such as application preparation fees or administrative costs. Projects may be partially funded.

1-4. Application Deadline

Applications must be received by 4:30 p.m. on **August 10th, 2012.**

E-mail submission will **not** be accepted.

An original hardcopy, as well as an electronic copy on CD-ROM, must be sent to:

West Virginia Geological & Economic Survey
Attn: SBDD Grant Program
1 Mont Chateau Road
Morgantown, WV 26508-8079

Applicant principal and technical contacts will receive notification of receipt via e-mail.

Program Duration

Applicants may propose a performance period for up to twelve months. All work must be completed within the performance period.

Section 2: Conditions of Award

2-1. Match Requirements:

All awardees are required to provide a **25% match** of the total award from WVGES. Non-federal funds can be used as match contributions. Examples of a match item, contributions, and percentage computation are as follows:

Hardware and data:

- Office supplies (i.e. pens, paper, toner, notebooks, postage and envelopes)
- Directly related hardware purchases (i.e. monitors, servers, routers, printers)
- Directly related software purchases (i.e. online reporting, data management)
- Relevant data purchases (i.e. data necessary for online reporting or training)

Use of equipment or space:

- Computer, phone, fax and copy machine use for the term of the grant project
- Broadband internet connection costs (i.e. monthly cost for connectivity)
- Office space and facility rental costs (i.e. conference and training classrooms)
- Vehicle usage and mileage costs (mileage costs calculated at federal rate)
- Overnight lodging and per diem cost of meals (calculated at federal rate)

Employee professional time:

- Third-party consultants or technical providers directly involved on the project
- Oversight and management of project quality – if claiming indirect costs grantees must submit a negotiated rate agreement approved by a federal agency.
- Training, project implementation, supervision

All matching contributions must be:

- Verifiable from recipient records
- Conformable to grant/contract limitations
- Not included as cost or match for other federally-funded program(s)
- Necessary and reasonable for accomplishing the program objectives
- Determined in accordance with Generally Acceptable Accounting Principles (GAAP)

Matching contributions can also come from sources other than the applicant, such as third-parties and technical partners; and these contributions can be cash or in-kind. All partnerships are to be detailed in the Coalition Statement of your application.

Percentage Computation:

- 25% match of total project cost: if the total cost for the proposed project is calculated to be \$30,000, the match requirement represents 25% of the total project costs, or \$7,500, and the grant would provide the remaining \$22,500.

Match requirements may be a combination of both cash **and** in-kind contributions. WVGES will review and evaluate proposed in-kind contributions during the application process, to ensure that applicants meet the in-kind contribution requirements of the State SBDD grant.

Awardees must remain current on their match requirement throughout the grant period. Awardees must plan a budget that allows them to maintain a 25% match of the total project cost for each reporting period.

Awardees may not front-load their project operations exclusively with grant funds with the intent of making up the match later in the project life-cycle.

2-2. Federal Law Compliance:

Grant awardees will be responsible for adhering to federal statutes:

- The American Recovery and Reinvestment Act of 2009, Public Law No.111-5 (Feb. 17, 2009)
- Broadband Data Improvement Act, Title I of Public Law No. 110-385, 122 Stat. 4096 (Oct. 10, 2008).
- Freedom of Information Act, Public Law No. 89-554, 80 Stat. 383 (July 4,1966; Amended 1996, 2002, 2007) “Contract Cost Principles and Procedures”, 48 C.F.R. pt. 31.
- Title 48 – Federal Acquisition Regulation

Matching Funds and Cost Sharing Requirements:

- “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments,” 15 C.F.R. § § 14.23, 24.3, 24.22, 24.24.
- OMB Circular A-87, “Cost Principles for State, Local, and Indian Tribal Governments” (Rev. May 10, 2004)

2-3. Performance Requirements:

WVGES will monitor each grant award to ensure the viability and performance of each project. Monitoring will include:

- Submission and review of invoices incurred by the project
- Submission and review of documentation for in-kind contributions
- Verification that goods acquired with SBDD funds are used for the project
- Periodic review to ensure grantee is achieving milestones according to plan
- Periodic review to ensure resolution of issues that may jeopardize the project
- A final report of performance measures for the project, with specific barriers/obstacles and long-term solutions to overcome barriers for the adoption of broadband.

Grant awardees will be required to certify the achievement of their project milestones on a monthly basis, in compliance with the grant reporting requirements. (See form “Monthly Performance Report” in Appendix C)

2-4. Reporting Requirements:

As a condition of award for the SBDD grant, the grantee must provide the following to Nancy Lilly at WVGES:

Monthly Reports – *(see Appendix C for these required reporting templates)*

- WVGES Performance Report - required monthly with project status updates and project milestones achieved, as well as any problems impacting progress.
- Statement of Expenditures – required monthly with grant expenditures for personnel, contracts, etc...with copies of all invoices for **both** match/in-kind contributions **and** grant expenditures.

Quarterly Reports – *(see Appendix C for these required reporting templates)*

- WVGES Subrecipient Jobs Information for ARRA Quarterly Reporting – required quarterly to document jobs created or preserved by ARRA grant funding by job title and number of hours worked.
- Subrecipient Information for ARRA Quarterly Reporting – required quarterly to document subrecipient information, Congressional District, City and State, as well as any Highly Compensated Officials and their compensation.

Final Report - *(see Appendix C for this required reporting template)*

- This report is required as a project summary of the barriers your project sought to overcome, solutions, the positive net results and lessons learned, and what barriers still remain that might be overcome by future funding opportunities. This document will later be integrated into a regional planning document by WVGES.

DUNS Number. - All applicants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or via the Internet at <http://www.dunandbradstreet.com>.

According to the U.S. Dept. of Commerce, any contract entity that receives ARRA funding for services provided in support of the SBDD grant award is defined as a “grant sub-recipient”. Since the funding of the Technical Assistance Grants Program is entirely ARRA-originated funds (with the exception of project match), all awardees will be ARRA grant sub-recipients.

WVGES will submit the required ARRA reports based on the information provided by sub-grant recipients on a monthly and quarterly basis. It is therefore essential that reports be submitted on time. Failure to provide these reports may result in withdrawal of funding.

Failure to comply with these requirements will violate the terms of the award and subject the awardees to penalties that may include the suspension of funding, state and/or federal audit of the grantees project accounting practices, and denial of future awards.

See Appendix C for the Required Reporting Templates.

2-5. Contractual Requirements:

Awardees will be required to enter into a contractual relationship with WVGES and declare the terms of the award (including, but not limited to, date parameters of the project, amount of award, match requirements, statement of work, and reporting requirements), as well as the responsibilities of each participating party.

2-6. Auditing Requirements:

All expenditures must be accounted for with receipts or invoices for items purchased, including, but not limited to, contracts with third parties for goods and services, for any equipment, supplies, lodging and travel expenses related to education and training.

WVGES SBDD Technical Assistance Grants Officers:

Tony A. Simental – Broadband Mapping Program Manager

John May – Deputy Director, Finance and Administration

Nancy Lilly – Grants Manager

Joseph Mazgaj – Grants Analyst

Mailing Address:

West Virginia Geological & Economic Survey

Attn: SBDD Grant Program

1 Mont Chateau Road

Morgantown, WV 26508-8079

Contacts:

Technical Assistance Grants Technical Liaison:

Joseph Mazgaj

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Email: Joseph.M.Mazgaj@wv.gov

Technical Assistance Grants Administrative Liaison:

Nancy Lilly

Telephone: 304-594-2331

Fax: 304-594-2575

Email: nlilly@geosrv.wvnet.edu

Section 3: Project Selection Process

3-1. Preliminary Review

1. Timeliness of Application:

Applications received after 4:30 p.m. **August 10th, 2012** will not be considered.

2. Completeness of Application:

Applications will be reviewed for completeness. The inclusion of incomplete forms may result in a lower overall score.

3. Eligibility:

Applications will be reviewed to determine if the proposal addresses the barriers to broadband adoption detailed in the Program Goals and Objectives in Section 1-1, and listed on Form SBDD-3 in Appendix B.

Applications will be reviewed to determine if the application is submitted by an eligible entity within the list of eligible applicants included in Section 1-1 of this NOFA.

Ineligible proposals will not be rated.

3-2. Application Selection

1. Rating Criteria:

Upon completion of the preliminary review, all remaining applications will be rated according to the following factors:

- (1) Program Goals Alignment (50 points): The extent to which the proposed project aligns with one or more of the stated program goals or objectives to facilitate broadband use and adoption within the sectors listed in Section 1-1.

Points in this category will be awarded based on the clarity of proposal alignment and the ability of the project to overcome broadband barriers/obstacles for that particular sector.

- (2) Project Methodology (50 points): The feasibility of the proposed project will be a critical determinant in the rating of proposals. Applicants are urged to prepare a thorough overview of their project goals, activities, and step-by-step execution of milestones which demonstrate the project is well-conceived, well-planned and achievable within the time limits of the grant program.

- (3) Projected Outcomes (40 points): The anticipated outcomes of the project will carry significant weight. Applicants should clearly explain the expected benefits of the proposed project, and methods to measure performance that ensure the benefits can be accurately measured at the conclusion of the project.
- (4) Community Impact (40 points): The community impacts of the proposed project will carry significant weight in rating proposals. Applicants should discuss the short-term and long-term benefits the project will have on their community.
- (5) Partnerships (20 points): Proposed projects that are collaborative efforts between public and private partners and inter-agency partnerships will be awarded points, based on the nature of the partnerships. Applicants must list the responsibilities of each entity involved in the partnership, and the benefits to each.
- (6) 25% Match Requirement: All applications must demonstrate a 25% match for their cash or in-kind contributions, or a combination of the two, for the term of your project. This percentage match is required for project approval.

2. Award Date:

The intent is to notify grantees of financial award by **September 10th, 2012** via letter. At that time, grantees will receive an award packet and be required to register with the Purchasing Division of the State of West Virginia and possibly provide proof of corporate or charitable registration with the West Virginia Secretary of State's Office.

Section 4: Application Forms and Instructions

Proposal

The proposal should be a detailed narrative that describes the project using the forms listed below. Forms should be completed in 11-point Arial font. The following forms are provided in Appendix B:

- Form SBDD-1 Project Cover Sheet
- Form SBDD-2 Certification Statement
- Form SBDD-3 Program Alignment
- Form SBDD-4 Project Proposal
- Form SBDD-5 Project Milestones
- Form SBDD-6 Project Budget
- Form SBDD-7 Coalition Statement

4-1. Project Cover Sheet:

The Project Cover Sheet, Form SBDD-1, should provide the following:

- Project Title
- Applicant name (Organization name – not an individual)
- Principal Contact
- Technical Contact
- Administrative Contact
- Accounting Contact
- DUNS Number
- FEIN Number

4-2. Certification Statement:

The Certification Statement, Form SBDD-2, verifies that the grant request meets the standards for appropriate use of grants funds under ARRA and SBDD Technical Assistance Guidelines for NTIA and WVGES.

4-3. Program Alignment:

The Program Alignment, Form SBDD-3, should identify specific goals and benefits which the project plans to accomplish. Select the Technical Assistance Objective (numbers 1 through 5) that most closely fit your goal(s), identify the obstacles to be overcome, and the beneficiaries. The barrier(s) should be stated as concisely as possible to expedite review of your application, in single-spaced 11-point Arial font in the space provided.

4-4. Project Proposal:

The Project Proposal, Form SBDD-4, should provide the precise geographic range of your proposed project by listing the cities and counties in which the project will take place. It should also list the sector(s) that the requested grant funds seeks to support (Libraries, Public Safety, Education, etc...), identify the barriers and objectives addressed by your grant project, and name the specific beneficiary.

4-5. Project Milestones:

The Project Milestones, Form SBDD-5, should provide a description of the specific steps that will be taken to achieve the objective(s) of the project, their timeline, and calculated cost.

4-6. Project Budget:

The Project Budget, Form SBDD-6, is a Microsoft Excel template provided by the WVGES. The Project Budget provides a proposed budget of the project. There is no percentage cap on any specific budget category. The minimum award is \$5000, and the maximum is \$30,000. Each of the budget categories should be included in a description of how grant money will be expended during the project and should include both grant and match contributions for the following:

• Employee Salaries	• Facilities Space
• Contractor Salaries	• Use of Computer Hardware
• Mileage/Travel/Per diem	• Purchase of Computer Software
• Office Supplies	• Office Equipment

The 25% match demonstration is of critical importance in the budget narrative, including the justification of any in-kind contributions that are proposed to serve as match for the project. The Project Budget Narrative should show the order in which match or in-kind contributions will occur to demonstrate the required 25% match will be met.

- Employee salaries should be documented by the hours committed to the project and billed according to their hourly rate of pay based upon a standard 40-hour work week.
- Contractor salaries should likewise be documented by the hour and the standard rate charged by each contractor for their specific service.
- Travel and mileage will be billed according to the Federal rate for per diem expenses and the Federal mileage rate.
- Office supplies includes all necessary non-durable goods such as pens, pencils, paper, toner and ink cartridges, notebooks, etc...and does not include office equipment or hardware.
- The use or rental of office equipment shall be documented as a line item for each piece of equipment with an hourly rate and number of hours used for the project.

- Facilities space shall include any third-party facility used for meetings, conferences or technical working groups, and should be named as a line item with hourly or daily rate and number of hours or days used.
- Computer hardware includes any equipment purchased for use on the proposed project by the awardees, a contractor, or a third party that may be applied as an in-kind match. The item(s) must be listed by line item and their cost should not exceed the current retail value of the product as advertised on the manufacturer's web site. Grant funds may **not** be expended on hardware, but the cost of any hardware may be used as an in-kind contribution to meet the 25% match.
- Computer software must be documented as a line item and its cost not exceed the advertised retail value from the manufacturer. Software, as a package, or as a custom scripted application produced by a contractor or in-house staff member, **can be** paid for with grant funds.
- Lodging shall be documented per person and day, justified by a brief explanation, and reimbursed up to the current federal rate. If used as an in-kind match the cost of lodging must be the actual cost, up to but not exceeding the federal rate.
- Other may include the cost of hospitality items such as food and beverage services.

4-7. Coalition Statement:

If you intend to work with partner organizations, your Coalition Statement should provide a detailed view into the partnerships that will collaborate on the project. Partner organizations can be any eligible entity detailed on page 7. Individuals do **not** qualify as 'partner organizations'. However, the hiring or contracting of individuals necessary to the success of your project is permitted, provided such personnel and their salaries are identified on the project budget (Form SBDD-6). The Coalition Statement should be no longer than two (2) pages in length, single-space 11-point Arial font. Form SBDD-7, should indicate:

- The primary recipient of the grant
- Each participating group or entity
- The project responsibilities of each coalition member
- The project funds that will be disbursed to each coalition member
- An authorized signature from each coalition member, indicating their approval
- Required matching contributions.

Application Checklist

The following must be completed and returned to WVGES by August 10th, 2012

FORM	COMPLETED	WVGES USE ONLY
Form SBDD-1 Project Cover Sheet		
Form SBDD-2 Certification Statement		
Form SBDD-3 Program Alignment		
Form SBDD-4 Project Proposal		
Form SBDD-5 Project Milestones		
Form SBDD-6 Project Budget		
25% MATCH		
Form SBDD-7 Coalition Statement		

Section 5: Reporting Forms and Instructions

Upon notification of a grant award, all awardees will be expected to begin reporting on a monthly basis. Failure to comply with this requirement can be cause for an audit of awardees financial practices, withdrawal of funding, or both.

5-1. Monthly Performance Report

The Monthly Performance Report should be submitted each month, and must include the grantee's name, award number, award amount, DUNS number, number of jobs created or retained, and include a project status update. Any problems that might threaten the project should be addressed, as well as specific milestones achieved that correspond to the milestones listed on Form SBDD-5 – Project Milestones, submitted with your original grant application.

5-2. Statement of Expenditures

The monthly Statement of Expenditures form should be submitted each month, and is required to detail costs by line item for financial tracking related to personnel, benefits, travel, contract costs, and all match or in-kind contributions. Invoices for these items must be attached.

5-3. Subrecipient Jobs Information for ARRA Quarterly Reporting

This quarterly reporting form is required to identify jobs created or retained as a result of ARRA funding. Since the goal of the American Recovery and Reinvestment Act is to create or retain jobs, reporting job creation or retention is vital to verify that SBDD Grant funding is being administered in a meaningful way. Subaward number and subrecipient name are required, as well as those position titles created or retained.

5-4. Subrecipient Information for ARRA Quarterly Reporting

This quarterly reporting form is required to identify ARRA grant recipients by their Congressional district. The subrecipient DUNS number is also required, plus the names of any highly compensated officials

5-5. Subrecipient Expenditure Information for ARRA Quarterly Reporting

This quarterly reporting form is required to track costs by line item for personnel, travel, contract costs, and all match or in-kind contributions, and should include your grant number, subaward number, and subrecipient name.

5-6. Final Report

The final report is a four part written document summarizing your project's performance. The first part should detail the barrier(s) your program sought to overcome. The second

part should detail the particular solutions used to address those barriers, and the third part the positive net results of your program. The final section should detail what barriers remain, with suggestions for solutions should future grant funding be made available. The entire report should be no longer than 5 pages, written in 11-point Arial font, and accompany your last month of reporting.