



West Virginia Broadband Technical Assistance Grant Program

SECOND ROUND Notice of Funds Available

OCTOBER 8, 2013

WV Broadband Mapping Program

State of West Virginia

West Virginia Geological & Economic Survey

1 Mont Chateau Road

Morgantown, WV 26508-8079

Telephone: 304-594-2331

FAX: 304-594-2575



DO NOT USE PAST EDITIONS

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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-based technologies. High-speed broadband 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 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 Grant Program

Approximately \$745,000 in funding is available from the Technical Assistance portion of the West Virginia SBDD grant for broadband related education and online application development through the West Virginia Broadband Technical Assistance Grant Program. Applications will be accepted through **November 8, 2013** pending authorization of grant funds by NTIA.

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 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.

Section 1: Program Goals and Objectives

The primary goal of the West Virginia Broadband Technical Assistance Grant Program is to enable groups in eleven primary sectors (listed below) to utilize 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. A secondary goal is to develop new applications that leverage the power of broadband for each sector.

1-1. Eligibility

This application guide will help you apply for a Technical Assistance grant as part of the West Virginia Broadband Technical Assistance Grant 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 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 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 Grant Program is only legally authorized to provide grant assistance, and may only fund projects eligible under this grant 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	• Health Care
• Economic Development	• Libraries
• Education	• Public Safety
• Emergency Services	• Public-Private Partnerships
• Energy & Environment	• Tourism & Hospitality
• Government	

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 enhancing farming and agribusiness tools that use online reporting and broadband communication for improved 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 areas of the state that are currently un-served or under-served by broadband access.

Education – Educators need to overcome barriers to digital lesson planning and online classroom instruction, online testing and educational reporting. Broadband technology goals are to better equip educators 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 broadband communications, search and rescue, and flood monitoring and reporting applications. Goals are to provide broadband applications and train-the-trainer programs that enhance disaster management and emergency response.

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 for online reporting and monitoring. Broadband technology goals can provide energy companies and environmental regulatory agencies with Federal and State online reporting tools, and online applications for environmental monitoring and infrastructure security in both sectors.

Health Care – Access to cutting edge health care service is a standard by which Americans judge their communities. As community anchor institutions, hospitals need to overcome barriers to tele-medicine through broadband applications that enhance patient diagnosis and care, virtual medicine, communications, and first response capabilities. Broadband technology goals are to provide medical and health care staff with effective 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 for this sector are to enhance broadband access in these areas and connect staff with a greater array of digital resources.

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 use by local government agencies and staff, and conduct public awareness campaigns that foster adoption of online applications by citizens.

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 education on hardware and software for enhanced police, homeland security and counter-terrorism applications.

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 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 web page design and implementation of online reservations and payments.

SBDD Technical Assistance grants will be awarded in amounts of \$5,000 to \$30,000 per successful applicant. Those seeking 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 7.5% for all grant awards.**

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 **November 8, 2013**.

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

An original hardcopy, as well as a digital Adobe PDF copy on CD/DVD, 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 seven months. All work must be completed within the performance period, or by July 31, 2014.

Section 2: Conditions of Award

2-1. Match Requirements:

All awardees are required to provide a **7.5% match** of the total award from WVGES; in other words, 7.5% above the total grant funds being requested.

Non-federal funds can be used as match contributions. Examples of eligible match items, 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:

- **7.5%** match of total grant award: if you receive the maximum award of \$30,000 for your project, then the match requirement represents **7.5%** of the grant award, or \$2250 that you must contribute and report on your financial invoice forms.

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 7.5% 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:

- Awardee submission and WVGES review of invoices incurred by the project
- Awardee submission and WVGES review of accounting 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 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.

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 Grant 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 to the Federal grants authority based on the information provided by sub-grant recipients on a monthly basis. It is therefore essential that reports from grant awardees be submitted to WVGES 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.

WVGES SBDD Technical Assistance Grant Officers:

Tony A. Simental – Broadband Mapping Program Manager

John May – Deputy Director, Finance and Administration

Nancy Lilly – Grants Administrative Services Assistant

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 Grant Technical Liaison:

Joseph Mazgaj

Telephone: 304-594-2331

Fax: 304-594-2575

Email: Joseph.M.Mazgaj@wv.gov

Technical Assistance Grant 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. **November 8, 2013** 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) 7.5% Match Requirement: All applications must demonstrate a 7.5% 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 **mid-December, 2013** 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(s) (numbers 1 through 5) that most closely fits 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. These milestones must be cited in monthly Performance Reports submitted to our office, so make sure your milestones accurately reflect each step of your project.

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	• Computer Hardware
• Mileage/Travel/Per diem	• Custom Software
• Office Supplies	• Office Equipment

The 7.5% match demonstration is of critical importance in the budget narrative, including the justification of any in-kind contributions that are proposed to serve as a match for the project.

The Project Budget Narrative should show the order in which match or in-kind contributions will occur in order to demonstrate how the required 7.5% 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 7.5% match.
- Custom software, as a contract package, or as a custom scripted application produced for this project by a contractor or in-house staff member, **can be** paid for with grant funds. Current off-the-shelf (COTS) software, such as Microsoft Office, Adobe Acrobat or Photoshop, etc. can **not** be paid for with grant funds. You may use COTS software as a match however.
- 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 expenses 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 November 8, 2013

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		
7.5% 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 awardee's 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, and include a project status update. Any problems that might hinder 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. Final Report

The final report is a four-part written document summarizing your project. 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 a Microsoft ® Word document no longer than 5 pages, written in **11-point Arial** font, and accompany your last month of reporting.

Appendix A: Sample Projects

Sample projects that can be funded include the following:

- (A) Build / enhance a web application or communications for any specific sector through public, private, or non-profit collaboration. Examples include:
- Online forms for government services (utilizing electronic submittal)
 - Economic and workforce development sites that promote job retention
 - Emergency services reporting and emergency management applications
 - Agricultural health monitoring and online epidemiology tracking tools
 - Environmental monitoring and reporting applications and query tools
 - Education portals for online learning, lesson planning, and testing
- (B) Partner with public, private, or non-profit entities to design programs that provide broadband education for any specific sector. Examples include:
- Enhanced online education to streamline e-government services
 - Education on web applications and broadband technologies for tele-medicine
 - Classes for agency staff engaged in environmental reporting applications
 - Educator training for online learning and classroom web applications
 - Law enforcement classes for new broadband communications equipment
 - Library applications for online academic research and information access
- (C) Provide technical assistance for computer training courses for small businesses, for courses that may include:
- Introduction to broadband capabilities and web hosting
 - Online job postings and economic development opportunities
 - Building a small business or government services website
 - Using social media for economic growth and connectivity
 - Online marketing and advertising techniques to promote growth
- (D) Provide education and awareness workshops to promote the use and adoption of broadband applications and web sites to enhance productivity in each sector:
- Workshops on e-government applications, reporting tools and online services
 - Seminars on educational tools for professors, teachers and administrators
 - Classes on law enforcement and homeland security reporting tools
 - Classes on marketing tools and internet web sites for online sales
 - Printing and distributing flyers about broadband tools for each specific sector

Please note: This is not an exhaustive list of eligible projects. As long as your project aligns with our program goals and objectives, and is submitted by an eligible entity, it will be considered for award.

**Appendix B:
Application Forms and Instructions**

Project Cover Sheet – Form SBDD-1.....23

Certification Statement – Form SBDD-2.....24

Program Alignment – Form SBDD-3.....25

Project Proposal – Form SBDD-4.....26

Project Milestones – Form SBDD-5.....29

Project Budget – Form SBDD-6.....30

Coalition Statement – Form SBDD-7.....35

Application forms must be completed & returned to WVGES by November 8, 2013

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

An original hardcopy, as well as an electronic copy in PDF format, 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.

Form SBDD-1

**West Virginia Technical Assistance Broadband Grant Program
Project Cover Sheet**

Project Title:	Applicant:
----------------	------------

Sub-Recipient Information

Name:	Address:
FEIN #:	DUNS #:
City:	State: West Virginia
Zip:	Amount of Request:

Principal Contact:	Technical Contact:
Phone:	Phone:
Email:	Email:

Administrative Contact:	Accounting Contact:
Phone:	Phone:
Email:	Email:

Do you have any previous grant-funded project management experience?	YES	NO
If yes, briefly describe:		

WVGES USE ONLY

Amount Approved:	Sub-Award #:
Congressional District:	County:

**West Virginia Technical Assistance Broadband Grant Program
Certification Statement**

Project Title:	Applicant:
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1. I hereby certify that the proposed project is designed to address one or more of the objectives listed in the West Virginia Technical Assistance Broadband Grant application.
2. I hereby certify that no resources obtained under this grant shall be utilized for any purposes other than those necessary to achieve the goals and milestones stated in this proposal.
3. I understand that all funds must be expended within the performance period. I understand that upon grant award, my organization will register with the State of West Virginia as a vendor, and be responsible for financial reporting, in accordance with guidelines set forth in the West Virginia Broadband Grant Application package.
4. I hereby certify that this program will be administered in accordance with the policies and regulations of the American Recovery and Reinvestment Act of 2009.

Print Name of Authorizing Official

Title of Authorizing Official

Signature of Authorizing Official

Date

**West Virginia Technical Assistance Broadband Grant Program
Program Alignment**

Project Title:	Applicant:
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In this section, provide each broadband objective (listed below) that will be addressed by the proposed project, along with barrier(s) to adoption and beneficiaries of the project. Space is provided for projects addressing multiple objectives and beneficiaries.

Technical Assistance Objectives:

1. To develop training classes to encourage broadband use in a specific sector(s).
2. To create broadband internet applications that enhance broadband usage for any of the sectors identified in Section 1-1 of this NOFA.
3. To establish broadband internet access programs in areas of the State that are un-served and under-served to better facilitate broadband access to education, health care, e-government, libraries, law enforcement, employment opportunities, and economic development.
4. To facilitate information exchange between public and private users in one of the identified sectors found in Section 1-1 of this NOFA.
5. To perform broadband internet education and awareness for a broadband application in any of the sectors identified on page 5 of this NOFA.

Objective Number	Sector	Barrier	Beneficiary

Form SBDD-4

**West Virginia Technical Assistance Broadband Grant Program
Project Proposal**

Project Title:	Applicant:
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Geographic Range:

In this section provide the precise geographic range of your proposed project by listing the cities and counties in which the project will take place.

Project Proposal Statement:

In this section list the sector(s) that your project seeks to support, identify the specific barrier(s) or obstacle(s) that exists in the target sector, how your project will address the barrier(s), and the specific beneficiaries of your project. Please limit this to no more than 5 pages in Arial 11-point font.

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

(2) Project Methodology (50 points): Describe the specific barriers your project seeks to overcome, your project goals, and step-by-step milestones to address the specific barrier(s) within the given time limit.

(3) Projected Outcomes (40 points): Describe the expected benefits of your project, and specific methods to measure performance that ensure the benefits of the project can be accurately measured at the conclusion of the project.

(4) Community Impact (40 points): Describe the short-term and long-term benefits your project will have on the local community.

(5) Partnerships (20 points): Describe specific collaborative efforts between public and private partners and inter-agency partnerships. Outline the responsibilities of each entity involved in the partnership, and the benefits to each.

(6) 7.5% Match Requirement: You must be able to provide a 7.5% cash match or in-kind contribution, or a combination of the two, to meet the matching requirements of this grant. Briefly describe the sources of matching funds or in-kind contributions.

Form SBDD-5

**West Virginia Technical Assistance Broadband Grant Program
Project Milestones**

Project Title:	Applicant:
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Provide a list of project milestones, with associated costs and timelines for each from program inception to conclusion.

Project Milestones:

Milestone	Begin & End Dates	Cost
Project Completion Date		Total Cost

Form SBDD-6

West Virginia Technical Assistance Broadband Grant Program

Project Budget

Project Title:	Applicant:
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General Information				
1. Grantee Name:				
2. Preparers Name and Title:				
3. Project Name:		4. Date:		
Boxes 5- 8 are to be completed by WV Geological Survey				
5. Grant Agreement Number:			6. Grant Amount:	
7. Period of Grant:			8. Match Amount:	

A. Personnel: (includes salary and benefits)

Position	Salary/Rate	Grant Request	In Kind Match	Cash Match	Total Cost
1.					
2.					
3.					
4.					
5.					

6.					
7.					
8.					
9.					
10.					
PERSONNEL TOTAL					

B. Contractor Salaries:

Name/Service	Contract Payment	Grant Request	In Kind Match	Cash Match	Total Cost
1.					
2.					
3.					
4.					
5.					
6.					
CONTRACTOR TOTAL					

C. Office Supplies:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.				

2.				
3.				
4.				
5.				
6.				
OFFICE SUPPLIES TOTAL				

D. Office Equipment:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1.				
2.				
3.				
4.				
5.				
6.				
OFFICE EQUIPMENT TOTALS				

E. Other:

Item	Grant Request	In Kind Match	Cash Match	Total Cost
1. Travel (mileage/lodging/per diem)				

2. Computer Hardware	N/A			
3. Computer Software				
4. Hospitality				
5. Facility Space				
6.				
OTHER TOTALS				

BUDGET SUMMARY

When you have completed the budget worksheets, verify the totals transferred for each category to the spaces below.

Budget Summary	Amount
A. Personnel	
B. Contractor	
C. Office Supplies	
D. Office Equipment	
E. Other	
Total Cost:	
Breakdown of Costs	

Total Grant Request:	
Total In Kind Match	
Total Cash Match:	

Total

Grantee's Signature: _____

Date: _____

WVGES Approval Signature: _____

Date: _____

SBDD-7

West Virginia Technical Assistance Broadband Grant Program

Coalition Statement

Project Title:	Applicant:
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Provide the following information in a narrative summary with necessary titles and signatures at the end of the Coalition Statement document:

- 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.

Appendix C:
Required Reporting Templates and Instructions

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Financial Report/Invoice.....38

Final Project Report40

THE MONTHLY STATEMENT OF EXPENDITURES WITH ACCOMPANYING RECEIPTS
AND MONTHLY PERFORMANCE REPORTS MUST BE SIGNED IN **BLUE** INK
AND **MAILED** TO:

Nancy Lilly
Attn: SBDD Grant Reporting
WV Geological & Economic Survey
1 Mont Chateau Road
Morgantown, WV 26508-8079

**West Virginia Department of Commerce
Geological & Economic Survey**



**Broadband Technical Assistance Grant
Performance Report**

For the Month of: _____

Grantee: Address:	Award Number:	
	Award Amount:	
	DUNS Number:	

Project Status Update (Progress, Potential Problems, etc.)

Milestones Achieved

Print Name:		Date:
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Signature:	
-------------------	--

INVOICE

Subrecipient Name: _____
Address: _____

Contract/Grant No: _____
Invoice Period: _____
Invoice No: _____
Date: _____

\$0.00

<u>Category</u>	<u>Expenditures This Period</u>	<u>Expenditures To Date</u>
-----------------	-------------------------------------	---------------------------------

TOTAL:

Personnel - (# of Hours)	<input type="text"/>	
Benefits		
Travel		
Contractual - (# of Hours)	<input type="text"/>	
Equipment		
Other Direct Costs		
Total Direct Costs	\$0.00	\$0.00
Indirect Costs		
Total Costs	\$0.00	\$0.00

COST SHARE:

Personnel - (# of Hours)	<input type="text"/>	
Fringe Benefits		
Travel		
Contractual - (# of Hours)	<input type="text"/>	
Equipment		
Other Direct Costs		
Indirect Costs		
Total Cost Share		<u>\$0.00</u>

Total Reimbursable Hours

Certification

"I hereby certify that all costs reported are true and accurate and are for appropriate purposes in accordance with the above referenced grant/contract."

Signature: _____

Date: _____

Invoice Instructions (totals automatically calculate)

- 1) List all monthly costs (SBI reimbursable & Cost Share) in the upper portion of the invoice under "Total"
- 2) Itemize matching expenditures included in 1) in the lower "Cost Share" section of the invoice
- 3) Enter the total number of personnel hours worked in the Box next to "Personnel" in the "Total" section
- 4) Enter any hours reported by subcontractors in the Box next to "Contractual" in the "Total" section
- 5) Enter the number of matching personnel hours included in 4) in the Box next to "Personnel" in the "Cost Share" section
- 6) Enter any matching hours included in 5) in the box next to "Contractual" in the "Cost Share" section
- 7) Please provide documentation for any subcontractual hours on this invoice

Please Attach Copies of All Invoices Including Actual Costs Incurred and All Cost-Share/Match Documentation

West Virginia Technical Assistance Broadband Grant Program
Final Report

Project Title:	Grantee:
Address:	Phone:

Please detail the following information in your report:

- The barrier(s) your program sought to overcome.
- The particular solutions used to address those barriers.
- The positive net results of your program.
- What barriers still remain, with suggestions for possible solutions should future broadband 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.