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# California Public Library Broadband Grant Program

**Gerry Maginnity California State Library**

**Linda Crowe Califa**

**Diane Satchwell Southern California Library Cooperative**

# Agenda

## Today's Topics

- **Background**
- **One-Time Grants**
- **Partners**
- **The Grant Application**
- **Dates To Remember**
- **Questions**

# Background

High-speed Broadband in California Public Libraries:  
An Initiative of the California State Library

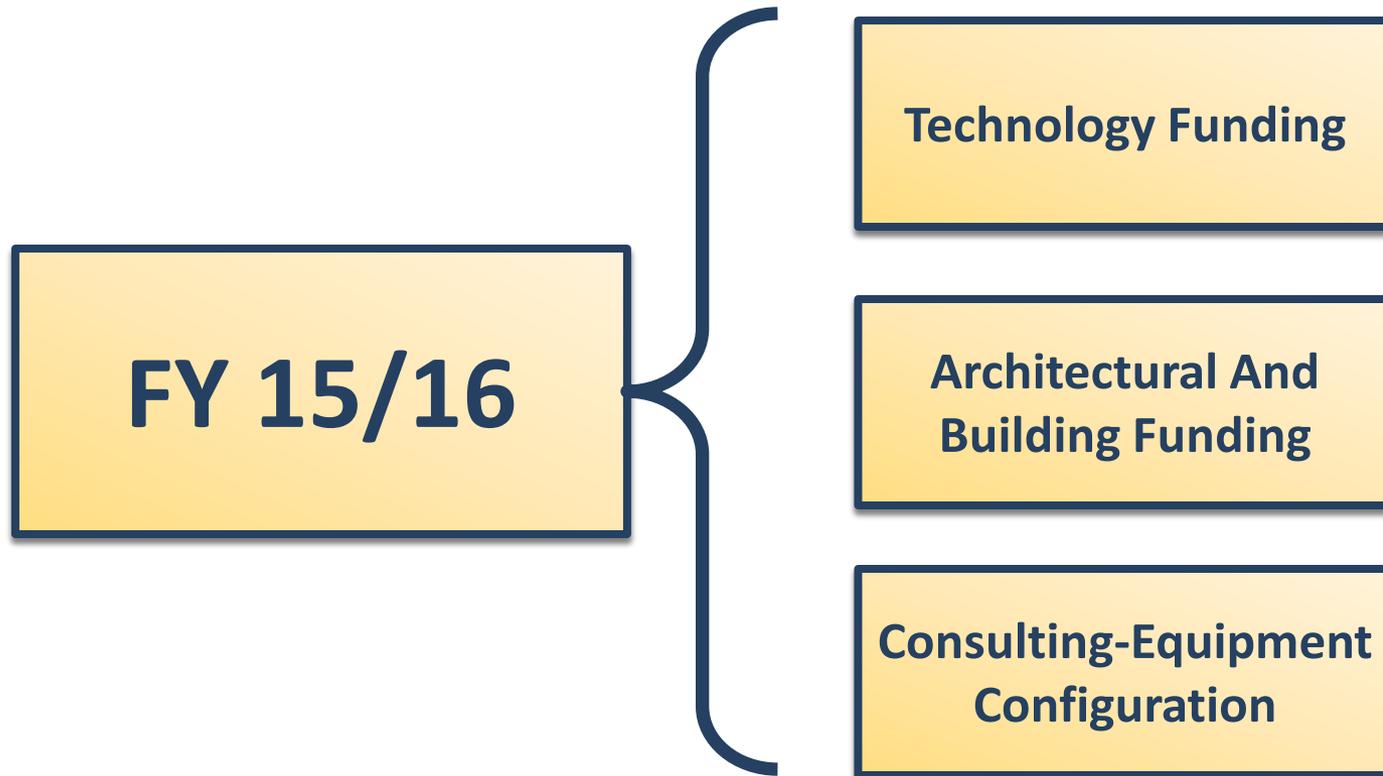
## Needs Assessment & Spending Plan



Gerald Maginnity, Acting State Librarian of California  
Jarrid Keller, Acting Deputy State Librarian of California

California Libraries participated in a survey which resulted in the Needs Assessment Report with findings of a great need for enhanced connectivity for their customers.

# One-Time Grants: 3 Areas



# Partners

## California State Library

- Program management and oversight.

## SCLC

- Fiscal Agent and grant monitor for the grant program.
- Coordinate equipment purchase with libraries to send aggregated list to Califa.

## Califa

- Aggregator for statewide broadband project.
- Entity coordinating bulk equipment purchases to take advantage of consortium pricing for network equipment.

## CENIC

- Provider of high-capacity broadband services: CalREN.



# The Grant Application

## California Public Library Broadband Project



## Grant Application Program

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# Section 1

## GENERAL INFORMATION

# Program Eligibility: A Library Must

## Program Eligibility

- Be a public library that participates in the California Library Services Act.
- Have participated in the statewide broadband needs assessment in the 2013-2014 fiscal year.
- Have submitted the required Letters of Agency to Califa by October 1, 2015.
- Have participated in engineering calls with CENIC representatives.
- Remain in the California Public Library E-rate consortium and sign contracts by March 1, 2016 to connect to the California Research and Education Network in 2016-2017.

# Program Expectations: A Library Must

## Program Expectations

- Agree with the terms of the grant process.
- Make best efforts to meet any agreed-upon project dates.
- Designate project managers and contacts for the project and make those individuals available for consultation and ongoing project tasks.
- Provide progress reports.
- Use funds only for the purposes described in the grant request.
- Encumber all funds for the project on or before **December 31, 2016**. The project will be completed **by March 1, 2017**.
- Promptly return funds for use elsewhere in the broadband project if a local project is cancelled.
- Agree to participate in a post-award survey to collect information on connectivity attributes, project status, service benefits, economic impacts and other information as requested.

# Funding Availability And Match

Given finite, one-time resources, grant maximums have been established based on the most recent available per-capita spending on libraries, by jurisdiction. The match, when required, may be cash or in-kind. This methodology has been used previously by the State Library in awarding various grants.

Library groupings and award amounts are as follows. (See Appendix B to for local per-capita library investment numbers, maximum grant award and required match).

	Maximum Grant Award	Required Match
LIPC under \$50	\$30,000	None
LIPC of \$50-\$99.99	\$24,000	25 percent
LIPC of \$100 and over	\$20,000	50 percent

# Eligible Costs: Use Grant Funds For

## Grant Funds Can Be Used For:

- Technology: Network equipment and equipment installation and configuration. (See Appendix A for eligible expenses).
- Architectural and Structural: Building modifications necessary to install and operate the network equipment. (See Appendix A for eligible expenses).
- Network Consulting: Consultant costs associated with equipment configuration.
- If the grant request does not cover the full cost of items listed in the application, detail the amount and sources of funds to be used to pay for the balance in the Explanation section of the application.
- Any change to the project budget or match fund post-award must be approved by the California State Library.

# Ineligible Costs: Grants Cannot Fund

## Grant Funds Cannot Be Used For:

- Recurring costs related to connectivity.
- Internal salary costs of the applicant.
- Replacement of existing grant funds received by the applicant.
- Reimbursement of travel costs for library staff.
- Indirect costs related to the administration of the grant.
- Replacement of existing customer-used computer equipment or standard work stations used for public access.

# Section 2

## THE APPLICATION PROCESS

# Application Submission

**Submit Applications  
To:**

- **Point of Contact** – Interested applicants should work through Diane Satchwell, [Broadband@socallibraries.org](mailto:Broadband@socallibraries.org) to apply.
- This point of contact can answer questions regarding the applicant or project eligibility or application completion.
- Applications can be downloaded at <http://www.library.ca.gov/lds/broadband.html>
- **Deadline** – Applications must be submitted electronically to [Broadband@socallibraries.org](mailto:Broadband@socallibraries.org) no later than December 11, 2015.
- Applications are reviewed within two weeks of receipt.

# Contents Of The Application

## Applications Must Include:

- An Application Form signed by the Library Director.
- A detailed project description.
- A detailed project timeline. Grant funds must be encumbered by **December 31, 2016**. The project must be completed by March 1, 2017 and all encumbrances liquidated by **March 31, 2017**. Libraries unable to make this deadline must work with the California State Library to obtain an extension.
- A detailed project budget. If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in the Explanation field.

# Review And Approval Process

## Review And Approval Process:

- Applicants submitting incomplete applications will be allowed to resubmit. Their project may be delayed depending on the timing of application resubmission.
- These priorities will guide the selection process:
  - Response(s) to the Broadband Survey that indicate a high level of readiness for broadband implementation.
  - Corporation For Education Network Initiatives In California technical review.
  - Immediate availability of matching funds.
- In some cases, the applicant may be asked to provide clarification and/or to submit additional documentation in support of its application. The extent of the information required and the timeliness of the response will determine whether the project can be considered.

# Award Criteria



**Award Criteria:**

- 
- All eligibility criteria must be met.
  - The projects must be completed by **March 1, 2017**.
  - A reasonable budget that includes the required match.

# Post-Approval Process

## Post-Approval:

- Applicants will receive written notification of application status within 30 days of submission.
- Award notifications will include additional instructions and details on the next steps and contractual requirements.
- Any changes in project specifications, timeline, budget and/or match will require written approval of the State Library.

# Disbursement Of Funds



**Payment:**

- Grant funds are managed by the Southern California Library Cooperative who will work with each awardee to determine the best way to disburse funds.
- Funds can be requested to purchase through library jurisdiction process.
- Library can participate in aggregated purchase with Califa.
- Library can work with their local E-rate vendor to purchase equipment with their E-rate discount.

# Reporting And Record Keeping

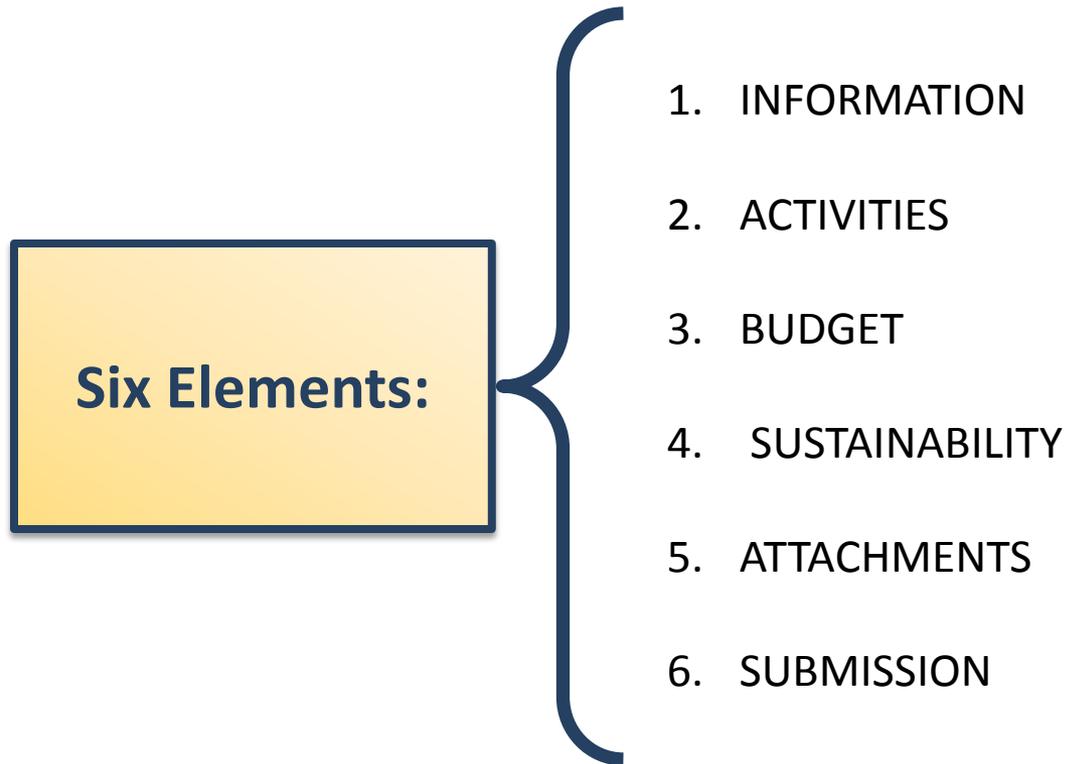
## Reporting Requirements:

- Awardees are responsible for complying with all state and federal rules regarding the maintenance of appropriate contractual and accounting documentation. These files must be available for review by the California State Library, auditors, the lead agencies, and/or fiscal agent upon request.
- Awardees are responsible for keeping their lead agency updated as to the status of the project and shall report any changes at once.
- Awardees are required to participate in post-project impact surveys to collect quantitative and qualitative data on the results of the implemented projects, which may include – but are not limited to – new/retained data and statistics about use, cost savings, staff time savings, new/retained customers, increased community access to broadband, and other success stories.

# Section 3

## THE GRANT APPLICATION

# Grant Application



# Key Dates



**Dates To Remember:**

- 
- December 11, 2015 - Applications Due
  - December 31, 2016 - All funds encumbered
  - March 1, 2017 - Project completed
  - March 31, 2017 - All encumbrances liquidated

# Available for Questions

Califa will be at CLA Conference Exhibit Hall in Booth #105 to answer questions about the process to connect to CENIC.

SCLC will be at CLA Conference Exhibit Hall in Booth #502. Stop by if you have questions about E-rate or the application process.

# Contacts for Questions

Questions about connection, contracts or circuits contact [Broadband@califa.org](mailto:Broadband@califa.org).

Questions about grant application process contact [Broadband@socalibraries.org](mailto:Broadband@socalibraries.org).

# Questions?

Gerald Maginnity- [Gerald.Maginnity@library.ca.gov](mailto:Gerald.Maginnity@library.ca.gov)

Linda Crowe- [Broadband@califa.org](mailto:Broadband@califa.org)

Diane Satchwell- [Broadband@socallibraries.org](mailto:Broadband@socallibraries.org)

Download Applications at:

<http://www.library.ca.gov/lds/broadband.html>

**Thank you!**