Presented by:
Loan Origination and Approval Division

2018 Distance Learning and Telemedicine Program

2018 DLT Webinar
Distance Learning & Telemedicine Grant Program

Program Purpose

• The program provides or improves Distance Learning and/or Telemedicine Services in Rural America by funding equipment that allows rural residents to access distance learning or telemedicine services from hub sites located in larger urban or suburban areas

• Overcoming the effects of remoteness and low population density.
Distance Learning & Telemedicine Grant Program

Distance learning

• Distance Learning means the **synchronous** delivery of **curriculum via telecommunications** and promotes the connection of students and teachers at remote sites.
  
  • Provide educational programs, instruction, or information originating in one area, whether rural or not, to students and teachers who are located in rural areas; or
  
  • Connect teachers and students, located in one rural area with teachers and students that are located in a different rural area.
Telemedicine

• Telemedicine is a **synchronous telecommunications** link to an end user from medical professionals at separate sites in order to exchange health care information for the purpose of providing improved health care services to residents of rural areas.

• Telemedicine shows benefit to rural residents either in reduced travel or improved access to service.
## Distance Learning and Telemedicine (DLT) Program

<table>
<thead>
<tr>
<th>Available Funding</th>
<th>Program Updates</th>
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<tbody>
<tr>
<td><strong>FY 2016</strong></td>
<td>FY 2016</td>
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<tr>
<td>• $23.4 million available in FY 2016</td>
<td>• 182 applications received</td>
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<td><strong>FY 2017</strong></td>
<td>FY 2017</td>
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<tr>
<td>• $23.6 million available in FY 2017</td>
<td>• 98 applications approved: $27.7 million</td>
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<tr>
<td><strong>FY 2018</strong></td>
<td>FY 2018</td>
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<tr>
<td>• $29 million available in FY 2018</td>
<td>• 208 applications received by July 17, 2017</td>
</tr>
<tr>
<td>• $20 million additional available for Opioid Treatment Projects</td>
<td>• 86 applications approved: $27.7 million</td>
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<tr>
<td>• Grants fund equipment needed to provide Distance Learning and Telemedicine services</td>
<td>• 46 distance learning &amp; 40 telemedicine projects</td>
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<tr>
<td>• 15% Matching Requirement</td>
<td>• 30 States &amp; Territories represented</td>
</tr>
<tr>
<td>• Minimum Grant amount: $50,000</td>
<td>• 71 of 86 (83%) serving Special Consideration Areas</td>
</tr>
<tr>
<td>• Maximum Grant Amount: $500,000</td>
<td>• Strike Force, Trust/tribal jurisdictional area and / or Promise Zone</td>
</tr>
</tbody>
</table>

**NOSA Released** on April 3, 2018
• Submissions must be received no later than June 4, 2018
Distance Learning and Telemedicine (DLT) Program Changes for 2018

Changes to the Regulation:

- The governing regulation has been changed from 7 CFR part 1703, subparts D, E, F and G to 7 CFR part 1734, subparts A, B, C, and D.
- Changes to the DLT grant program regulation include statutory requirements and non-statutory issues.

**Statutory Changes:**

- Revision of the Appeals section. In accordance with the Statute, appeals are limited to RUS Telecom and Electric borrowers.
- RUS Telecom and Electrics borrowers are eligible to apply for grants.
- The Agency is now making broadband facilities an eligible grant purpose.
Changes to the Regulation cont.

Non statutory changes:

- Publication of NOFA and/or NOSA’s has been removed, program announcements will now be made on Grants.gov, the Program website and in the Program Application Guide.

- Scoring criteria has been removed from the regulation and is now to be included in the announcement on Grants.gov, the Program Application Guide and on the Program website.

- The required leveraging, or more commonly referred to as match, has been reduced to a flat 15% of the grant amount requested.
Distance Learning and Telemedicine (DLT) Program Changes for 2018

Changes to the Program Application Guide

Scoring Categories

- There are 4 scoring categories for 2018, 3 objective and one subjective, with a maximum of 110 points.
  - Rurality (40 points)
  - Economic Need (30 points)
  - Special Consideration (10 points) – STEM Education or Opioid Treatment
  - Service Need and Benefits (30 points)
- Economic Need is being scored using the US Census Small Area Income and Poverty Estimates (SAIPE) county data.
Distance Learning and Telemedicine (DLT) Program Changes for 2018

Site Licenses and Maintenance Contracts

• Site licenses and maintenance contracts for equipment purchased as part of the project have been added to the list of approved grant purposes (7 CFR 1734.21).
  • Additionally, the 3 year allowable coverage for extended warranties, site licenses and maintenance contracts has been identified as starting at the time of installation of the related equipment.
Distance Learning and Telemedicine (DLT) Program Changes for 2018

Broadband Facilities

• Purchasing and installing broadband facilities has been added to the approved grant purposes.
  • This purpose is limited to a maximum of 20 percent of the requested grant amount and must be used for providing distance learning or telemedicine services. The awardee must own the final broadband asset in order for funding to be approved.
Environmental Requirements for Broadband Facilities

• Complete project description, including ALL aspects
  • (be very clear if all aspects of project are equipment purchases and within existing facilities or expanding outside of existing facilities)

• Project location (Lat/long or address preferred)

• Were Broadband Facilities proposed? If so see National Historic Preservation Act and Endangered Species Act

• **Questions:** contact Lauren Cusick, Lauren.Cusick@wdc.usda.gov or 202-720-1414
Distance Learning and Telemedicine (DLT) Program
Changes for 2018

Applicant Assistance

• Prior to official submission of applications, applicants may request technical assistance or other application guidance from RUS, as long as such requests are made 15 days prior to the final application due date.
Applicant Eligibility

• The following entity types are eligible to apply:
  • Incorporated organization;
  • Indian tribe or tribal organization, as defined in 25 U.S.C. 450b (e);
  • State or local unit of government;
  • Consortium as defined in 1734.3; or
  • Other legal entity, including a private corporation organized on a for-profit or not-for-profit basis.
Consortium

- A consortium is a combination or group of entities formed to undertake the purposes for which the distance learning and telemedicine financial assistance is provided.

- If the applicant is an existing established consortium with the legal ability to contract with the Federal Government, that organization can apply in the name of the formal consortium.

- If the applicant is an informal consortium which by itself lacks the legal capacity to contract, the consortium must have a legally organized host organization that will apply on its behalf or each individual entity must contract with RUS on its own behalf. Each member of the informal consortium must provide signed copies of certifications.

- An informal consortium may have a legally organized host organization which will apply on behalf of the consortium and be designated as the project owner with all awardee responsibilities.

See the DLT Application Guide for more detail.
Categories of eligible grant purposes

• Acquiring, by lease or purchase eligible equipment.
  • If leased, the cost of the lease during the three year life of the grant is eligible.

• Constructing Broadband Facilities to serve DLT purposes.
  • Costs may not exceed 20% of the grant amount
  • Applicant must own the facilities

• Acquiring instructional programming that is a capital asset.
  • Including the purchase or lease of instructional programming already on the market

• Providing technical assistance and instruction for using eligible equipment.
  • The costs for this category cannot exceed 10% of the grant amount requested

See the DLT Application Guide for more detail.
Distance Learning and Telemedicine (DLT) Program
Ineligible Grant Purposes

Select Ineligible purposes:

• To pay for medical or educational equipment not having telemedicine or distance learning as its essential function
• To pay for Electronic Medical Record Systems
• Medical equipment not used primarily for telemedicine (50%+)
• Salaries or administrative expenses
• Application preparation costs
• Purchase of land, buildings, building construction, site development, or destruction or alteration of buildings.

See the DLT Application Guide for more detail.
Distance Learning and Telemedicine (DLT) Program
Eligible Equipment

The following are examples of eligible equipment:

- Computer hardware and software
- Computer network components
- Data terminal equipment
- Inside wiring
- Audio and video equipment
- Telecommunications terminal equipment
- Interactive audio/video equipment
- Broadband facilities, if owned by the applicant

- The application must demonstrate that the predominant purpose (50% or more of use) of every line-item in the grant and match budget meets the DLT Grant definition of distance learning and/or telemedicine.
- All equipment must be new and non-depreciated
Distance Learning and Telemedicine (DLT) Program
Additional Eligibility Criteria

Matching Contribution:

• The grant applicant’s minimum matching contribution must equal 15 percent of the grant amount requested and be used for eligible grant purposes.

  • There are special matching provisions for American Samoa, Guam, Virgin Islands, and the Northern Mariana Islands for eligibility purposes.

  • Matching Contributions cannot include any financial assistance from federal sources unless there is a federal statutory exception.

*See the DLT Application Guide for more detail.*
Matching Contribution (15% required)

• Matching funds can either be cash or equipment used for the project or may be in-kind contributions from a third party.

• Matching funds must be for a purpose that would be otherwise eligible for grant funding (i.e., No salaries, administrative expenses, or other items prohibited from grant funding) and must be integral to the overall DLT project and have a predominant DLT purpose.

• The value of in-kind contributions must be supported.

• Vendor discounts or supplied equipment is not an eligible in-kind contribution.

• Only new equipment may be used in a DLT project; donations or use of partially or fully depreciated equipment are not allowable as match.
Objective Criteria

- **Rural Area (Rurality):** This criterion measures rural benefit. The minimum score threshold for the application to be considered in the competition at all is 20 points.
  - This category is based on Census data (up to 40 Points).

- **Economic Need (SAIPE):** Economic Need is measured by the latest County SAIPE, poverty percentage, all ages, data found at US Census SAIPE data.
  - This criterion will be used to evaluate the relative financial need of the applicant, community, and project. All applicants are required to provide the applicable SAIPE percentage based on the county where the hub and end user sites (as defined in §1734.3) are located (up to 30 Points).
Special Consideration

• 10 points will be awarded for projects with a STEM education purpose or opioid treatment and/or opioid treatment educational purpose.

• Applicants must request the points.

• The special consideration purpose must be fully defined in the Executive Summary and the Needs and Benefits sections of the application.
Objective Criteria

Special Consideration

• STEM
  • For the purpose of the DLT program, STEM is defined as education in the various science, technology, engineering, and mathematics disciplines. STEM encompasses a wide range of academic and technical subjects, including the physical sciences, life sciences, natural sciences, information technology, engineering and mathematics education. STEM includes health care programs that train students for careers in the medical or scientific research fields. STEM also includes career/technical education and apprenticeships in any of the STEM fields, which can be considered Applied STEM.
Distance Learning and Telemedicine (DLT) Program

Objective Criteria

Special Consideration

• STEM

• For the purpose of this program, STEM eligible purposes include:
  • Classes offering STEM curriculum
  • Training in STEM fields, including apprenticeships
  • Laboratory or other equipment that contributes to the live interactive STEM curriculum
Distance Learning and Telemedicine (DLT) Program

Objective Criteria

Special Consideration

• Opioid Treatment
• For the purpose of the DLT program, opioid treatment is defined as the interactive communication between medical or educational professionals and opioid users or their families, other treatment professionals or those who interact with opioid users.
Distance Learning and Telemedicine (DLT) Program

Objective Criteria

Special Consideration

Opioid Treatment

• For the purpose of this program, eligible opioid treatment includes
  • Counseling of opioid users
  • Treatment of opioid dependent persons
  • Training of medical professionals, counselors or first responders in the interaction with opioid users.
  • Education programs addressing opioid abuse
Subjective Criteria

- **Need for Services and Project Benefits (Needs & Benefits)**
  - This criterion compares the specific need for the technology in the proposed service territory, and how the proposed project will address those needs and benefit the residents of the area affected. (up to 30 Points)
Distance Learning and Telemedicine (DLT) Program
Completing the Grant Application

A. Standard Form 424 w/Attachments
B. An Executive Summary of the Project
C. Scoring Criteria Documentation
D. Matching Requirements
E. Scope of Work
F. Financial Information and Sustainability
G. Statement of Experience
H. Telecommunications Systems Plan
I. Compliance with other Federal Statutes
J. Evidence of Legal Authority and Existence
K. Environmental Impact & Historic Preservation
L. Consultation with USDA State Director
Overview of Worksheets (Appendix A)

- Site Worksheet
- Rurality Worksheet
- Economic Need Worksheet
- Matching Worksheet
- Special Consideration Worksheet
- Budget Worksheet
Overview of Worksheets (Appendix A, Cont.)

Site Worksheet
(Insert additional rows as needed)

<table>
<thead>
<tr>
<th>Site Number</th>
<th>Site Name</th>
<th>Site Designation (Hub; Hub/End-User; End-User)</th>
<th>Street Address</th>
<th>Town</th>
<th>County</th>
<th>State</th>
<th>Congressional District</th>
</tr>
</thead>
<tbody>
<tr>
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Instructions for Completing the Site Worksheet

1. If using the Excel worksheets provided on our website at: [http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants](http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants), please insert additional rows as needed to accommodate your Sites. If using a printed form, please use additional copies as needed to list all of your Sites.

2. **Site Number** – Number each Site consecutively regardless of its designation. This number should be used consistently to identify each site in the Site Worksheet, Rurality Worksheet and Economic Need Worksheet.
## Rurality Worksheet

(insert additional rows as needed)

<table>
<thead>
<tr>
<th>Site Number</th>
<th>Site Name</th>
<th>Site Designation (Hub; Hub/End-User; End-User)</th>
<th>Town or Place Name</th>
<th>Census Population</th>
<th>Rurality Score</th>
</tr>
</thead>
</table>

7. **Rurality Score** – Input the Rurality Score for each End-User or Hub/End-User site according to the following table:

<table>
<thead>
<tr>
<th>Category</th>
<th>Population</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptionally Rural</td>
<td>5,000 or fewer</td>
<td>40</td>
</tr>
<tr>
<td>Rural</td>
<td>5,001 - 10,000</td>
<td>30</td>
</tr>
<tr>
<td>Mid-Rural</td>
<td>10,001 - 20,000</td>
<td>20</td>
</tr>
<tr>
<td>Urban Area</td>
<td>20,001 or more</td>
<td>0</td>
</tr>
</tbody>
</table>
# Economic Need Worksheet

*(Insert additional rows as needed)*

<table>
<thead>
<tr>
<th>Site Number</th>
<th>Site Name</th>
<th>Site Designation (Hub; Hub/End-User; End-User)</th>
<th>County</th>
<th>SAIPE Percent Poverty, All Ages</th>
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</tbody>
</table>

Average SAIPE (Sum of % Poverty ÷ Number of Sites) 0

Applicant's Estimated Economic Need Score (Enter Points from Scoring Table) Economic Need Score (For Agency Use)

## Scoring Table

<table>
<thead>
<tr>
<th>SAIPE County Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAIPE &lt; 10%</td>
<td>0</td>
</tr>
<tr>
<td>10% ≤ SAIPE &lt; 20%</td>
<td>10</td>
</tr>
<tr>
<td>20% ≤ SAIPE &lt; 30%</td>
<td>20</td>
</tr>
<tr>
<td>30% ≤ SAIPE</td>
<td>30</td>
</tr>
</tbody>
</table>
Matching Worksheet
(insert additional rows as needed)

<table>
<thead>
<tr>
<th>Donor</th>
<th>Proposed Match ($)</th>
</tr>
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<tbody>
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</table>

6. You must document your matching funds as described in the Application Guide. Place letters of financial commitment and other match documentation along with this form under Tab C-3 of your application package. Each donor’s match must be supported by a matching letter. Matches not properly documented will not be credited. Depending on the consequent reduction of your match, this could lower your score or make your project ineligible (i.e., if resultant match is < 15%)
Overview of Worksheets (Appendix A, Cont.)

Special Consideration Worksheet
(For more information about Special Consideration, see Section C-4 of the Application Guide)

Our Project's primary purpose is (select appropriate purpose)
- STEM Education
- Opioid Treatment

Requests for Special Consideration will not be considered if the application's accompanying Executive Summary and Needs and Benefits section do not support the contention that the project's primary purpose is STEM education or opioid treatment.

I hereby request Special Consideration Points and have adequately supported the request in the appropriate application sections.

________________________________________
Signature of Authorized Representative
(Same person who signed the SF - 424, Application for Federal Assistance)

________________________________________
Date

Additional Special Consideration Points
(for Agency Use)
## Overview of Worksheets (Appendix A, Cont.)

### Budget Worksheet

<table>
<thead>
<tr>
<th>Line Item #</th>
<th>Site Name</th>
<th>Description</th>
<th>Unit Cost</th>
<th># of Units</th>
<th>Grant or Cash Match Funds</th>
<th>In-Kind Match</th>
<th>Extended Cost</th>
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**Totals**

<table>
<thead>
<tr>
<th>A</th>
<th>Overall DLT Project Budget (Sum of Total Grant/Cash Match and In-Kind Match Columns)</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Less Proposed Cash Match (as documented in Tab__)</td>
</tr>
<tr>
<td>C</td>
<td>Less Proposed In-Kind Match (From total of In-Kind Match Column)</td>
</tr>
<tr>
<td>D</td>
<td>DLT Grant Request (A-B-C)</td>
</tr>
</tbody>
</table>

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Distance Learning and Telemedicine (DLT) Program

Additional Registration Requirements

• **Dun and Bradstreet Data Universal Numbering System Registration** – As required by the Office of Management and Budget (OMB), all applicants for grants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying. The Standard Form 424 (SF–424) contains a blank to enter your DUNS number. The DUNS number can be obtained free of charge by calling Dun & Bradstreet. Please see [https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html](https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html) for more information on how to obtain a DUNS number or how to verify your organization’s number.
Additional Registration Documents

• **System for Award Management Registration** – Applicants, whether applying electronically or by paper, also must register in the System for Award Management (SAM) PRIOR to submitting an application. Applicants may register for the SAM at [https://www.sam.gov/](https://www.sam.gov/). Applicants should keep in mind that it can take up to ten (10) business days to register with SAM. Applicants should plan accordingly and begin the process well in advance of the application deadline.

• The SAM registration must remain active with current information at all times while RUS is considering an application or while a Federal Grant Award or loan is active. To maintain the registration in the SAM database the applicant must review and update the information in the SAM database annually from date of initial registration or from the date of the last update. The applicant must ensure that the information in the database is current, accurate, and complete.
Distance Learning and Telemedicine (DLT) Program

2 CFR 200 – Procurement and Audit Requirements for Federal Grant Recipients

• Awards under the program are covered by this regulation.

• 2 CFR 200.319 (a), contractors that develop or draft specifications, requirements, statements of work, and invitations for bids or requests for proposals must be excluded from competing for such procurements.

• Please review this CFR for procurement and other administrative requirements that apply to the DLT program.

Link:  http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl
Distance Learning and Telemedicine (DLT) Program

Application Submission

• Electronically via [www.grants.gov](http://www.grants.gov)
  Or
• Postmarked, shipped, or hand-delivered 2 paper copies of a completed application, one with original signatures, accompanied by an electronic version in the form of a USB Flash Drive.
Application Submission (Con’t)

The paper applications and the USB Flash Drive must be submitted to:
Deputy Assistant Administrator
Loan Origination and Approval Division
Rural Utilities Service
STOP 1597, Room 2844
1400 Independence Ave., SW
Washington, D.C. 20250-1597
Distance Learning and Telemedicine (DLT) Program

Additional Links

DLT Program Website

http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants
Questions?

DLTinfo@wdc.usda.gov | Office: 202-720-0800