

**Rural Utilities Service**  
**United States Department of Agriculture**

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**RURAL UTILITIES SERVICE**  
*Telecommunications Program*

**Distance Learning and Telemedicine**  
**Grant Program**  
*Application Guide*  
*Fiscal Year 2015*



*Committed to the future of rural communities*

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DISTANCE LEARNING & TELEMEDICINE PROGRAM  
GRANT APPLICATION GUIDE  
FISCAL YEAR 2015

RURAL UTILITIES SERVICE  
RURAL DEVELOPMENT  
UNITED STATES DEPARTMENT OF AGRICULTURE

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# 2015 Distance Learning and Telemedicine Grant Application Guide

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## **Rural Utilities Service Telecommunications Program Distance Learning and Telemedicine Grant Program**

Distance Learning is a telecommunications link to an end user through the use of equipment to provide educational programs, instruction, or information originating in one area to students and teachers who are located in rural areas and to connect teachers and students located in one rural area with teachers and students in a different rural area. Telemedicine is a 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 primarily to residents of rural areas.

The Distance Learning and Telemedicine (DLT) Grant Program is specifically designed to assist *rural* communities in acquiring distance learning and telemedical technologies so that local teachers, and medical service providers who serve rural residents can link to other teachers, medical professionals, and other needed expertise located at distances too far to access otherwise. Since 1994, the DLT Grant Program has helped to establish hundreds of distance learning and telemedicine systems improving quality of life for thousands of residents in rural communities all across the United States.

### **BEFORE YOU GET STARTED**

***You must read:***

- ◆ *7 CFR 1703, Subparts D through G;*

*And*

- ◆ *Notice of Solicitation of Applications (NOSA) published in the Federal Register on May 22, 2015*

The regulation **MUST** be used in conjunction with this Application Guide. Should any differences result in the interpretation of this Application Guide and the regulation, the regulation takes precedence over information contained in this Application Guide.

**For additional information concerning this grant program, please contact:**

**Loan Origination and Approval Division, Telecommunications Program  
(202) 720-0800 or Email: [dltinfo@wdc.usda.gov](mailto:dltinfo@wdc.usda.gov).**

**Additional information and forms are available on our website at:  
<http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>**

**When and Where to Submit Application:**

**GRANT** applications must be postmarked by:

**July 6, 2015**

Applications must be submitted in **EITHER** of the following two ways:

- 1) **Electronically** via [www.grants.gov](http://www.grants.gov)

**OR**

- 2) **Postmarked, shipped, or hand-delivered** 3 paper copies of a completed application, one with original signatures, ***accompanied by an electronic version*** in the form of a CD-ROM or USB Flash Drive. **The paper applications and the CD-ROM/USB Flash Drive must be submitted to:**

**Deputy Assistant Administrator  
Loan Origination and Approval Division  
Rural Utilities Service  
STOP 1597, Room 2808  
1400 Independence Ave., SW  
Washington, D.C. 20250-1597**

Due to the possible disruptions in mail delivery service, applicants are strongly encouraged to submit applications via express mail or hand delivery to our office.

**Applicants that submit their applications after the deadline noted above will be notified that their applications will not be considered for funding and their applications will be returned.**

**Applications Delivered by Mail:**

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Paper applications must show proof of mailing or shipping consisting of one of the following:

1. A legibly dated U.S. Postal Service (USPS) postmark;
2. A legible mail receipt with the date of mailing stamped by the USPS; or
3. A dated shipping label, invoice, or receipt from a commercial carrier showing the commercial carrier received the package on or before the application submittal deadline. Self-generated shipping labels where the actual pickup by the carrier occurs after the application submittal deadline are not acceptable.

If an application is sent through the USPS, neither of the following will be accepted as proof of mailing:

1. A private metered postmark; or
2. A mail receipt that is not dated by the USPS.

Applicants should note that the USPS does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

**Applications Delivered by Hand:**

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Applications delivered by hand will be accepted daily between 8:00 a.m. and 4:30 p.m. (Eastern Time), except Saturdays, Sundays, and Federal holidays. Individuals delivering applications must provide proper identification to enter the building.

**Applications Submitted Electronically:**

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**Electronic applications will only be accepted when submitted through the Grants.gov website.** Applications will not be accepted via facsimile machine transmission or electronic mail.

Before submitting an application on-line, the Rural Utilities Service (RUS) strongly encourages you to obtain all necessary sign-ups, credentials and authorizations well in advance of the deadline. Grants.gov requires some one-time credentialing and online authentication procedures. These procedures may take several business days to complete. Several requirements on Grants.gov call for an annual update; applicants should also ensure that their credentials and authorizations are up-to-date.

The Grants.gov website, like all web facilities, has finite capacity. If several federal grant programs have the same application deadline date, periods of site overloading can be experienced. Please plan accordingly.

Please follow the instructions at Grants.gov. If you experience a technical problem retrieving or submitting an electronic application, contact the Grants.gov customer support resources (click the "Customer Support" tab on any page of Grants.gov to get started). RUS staffers do not control the technical aspects of Grants.gov and won't be able to help you if you experience a problem. However, we are available to answer questions about the Program and the contents of an application.

**Additional Registration Requirements for all Applicants:**

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**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 [http://www.whitehouse.gov/sites/default/files/omb/grants/duns\\_num\\_guide.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf) for more information on how to obtain a DUNS number or how to verify your organization's number.

**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/>. 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.

### **Changes for 2015:**

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1. Electronic File Copy of a Paper Submission: RUS is requesting that each applicant which submits a paper copy to include a .pdf copy on CD-ROM or USB flash drive.
2. Non-Fixed End User Site Scoring: Rurality and NSLP scores for Non-Fixed End User Sites applications will be based on the location of the Hub or Hubs used for the project. The nature of Non-Fixed End User Sites is to cover a large geographic service area thus making it difficult to determine the rurality and the NSLP score. Using the hubs for these scoring categories will simplify the application process for the applicant. Hub sites for Non-Fixed End User Site applications must be located in either a Rural Area or an Exceptionally Rural Area (as defined in §1703.126(b)(2)(i)(A) and (B)) in order to be considered eligible.
3. Hybrid Project Scoring: For Hybrid Projects which combine a non-fixed portion of a project to a fixed portion of a project, the Rurality Score and NSLP score will be based on the score of the end sites of the fixed portion plus the score of the hub that serves the non-fixed portion. This process should benefit the applicant by simplifying the application process and potentially increasing the scores in these two categories.

## **Eligibility Requirements**

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### **Applicant Eligibility**

To be eligible for a grant, your organization must:

1. Be legally organized as an incorporated organization or partnership; an Indian tribe or tribal organization, as defined in 25 U.S.C. 450b (e); a state or local unit of government; a consortium; or other legal entity, including a private corporation organized on a for-profit or not-for-profit basis. Each applicant must provide written evidence of its legal capacity to contract with the Rural Utilities Service to obtain the grant and comply with all applicable requirements.

**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, each individual entity must contract with RUS in its own behalf. This informal consortium must have a legally organized host organization which will apply on behalf of the consortium.

2. Either operate a rural community facility, or deliver distance learning or telemedicine services to entities that operate a rural community facility or to residents of rural areas at rates calculated to ensure that the benefit of the financial assistance is passed through to such entities or to residents of rural areas.

Equipment vendors, system integrators, and other businesses whose purpose in the proposal is to sell equipment or technological services to support applicants cannot themselves be applicants or affiliates of the applicant.

**Note:** Electric or telecommunications borrowers financed through the Rural Utilities Service are not eligible for grants.

**Eligible Grant Purposes:**

There are three categories of eligible purposes:

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

The following are examples of eligible equipment. This list is not exhaustive. Neither does it convey blanket eligibility. A computer is not automatically eligible. It must be used for an eligible purpose. Remember also that the purpose of the DLT Grant program is to deliver education or medicine between remote sites via telecommunications, not simply to furnish educational or medical technology.

- Computer hardware and software
- Audio and video equipment
- Computer network components
- Telecommunications terminal equipment
- Data terminal equipment
- Interactive audio/video equipment
- Inside wiring

In general, equipment not electronically interconnected to the grant and match funded equipment is not eligible. The application must demonstrate both 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, and further, that none of the use is for ineligible purposes.

***NOTE: All equipment purchased for this Project must be new or non-depreciated.***

2. **Acquiring instructional programming** that is a capital asset (including the purchase or lease of instructional programming already on the market). Renewals of instructional programming are not eligible. Also, expenses (such as those for tuition, fees for coursework on a per course basis, or fees for cultural events or virtual field trips) are not capital assets and therefore, are not eligible.

3. **Providing technical assistance and instruction for using eligible equipment**, including any related software; developing instructional programming that is a capital asset and providing engineering or environmental studies relating to the establishment or expansion of the phase of the project to be financed with the grant. The costs for **this category cannot exceed 10% of the grant amount requested or 10% of the eligible matching funds calculated separately.**

**Ineligible Grant Purposes:**

The following purposes are considered ineligible grant purposes (see 7 CFR 1703.123):

1. To cover the costs of acquiring, installing or constructing telecommunications transmission facilities.
2. To pay for medical equipment not having telemedicine as its essential function;
3. To pay salaries, wages, or employee benefits to medical or educational personnel;
4. To pay for the salaries or administrative expenses of the applicant or the project;
5. To purchase equipment that will be owned by the local exchange carrier or another telecommunications service provider unless that service provider is the applicant.
6. To duplicate facilities providing distance learning or telemedicine services in place or to reimburse the applicant or others for costs incurred prior to RUS' receipt of the completed application;
7. To pay costs of preparing the application package for financial assistance under this program;
8. For projects whose sole objective is to provide links between teachers and students or between medical professionals who are located at the same facility;
9. For site development and the destruction or alteration of buildings;
10. For the purchase of land, buildings, or building construction;
11. For projects located in areas covered by the Coastal Barrier Resources Act (16 U.S.C. 3501 *et seq.*);
12. For any purpose that the Administrator has not specifically approved;
13. Except for leases provided for in §1703.121, to pay the cost of recurring or operating expenses for the project; or
14. For any other purposes not specifically contained in §1703.121.

Additionally, except as otherwise provided in §1703.112, grants shall not be used to finance a project, in part, when the success of the project is dependent upon the receipt of additional financial assistance under this subpart or is dependent upon the receipt of other financial assistance that is not assured.

**Additional Eligibility Criteria:**

1. **Minimum Rurality Score:** In order to be eligible to receive a grant, an application must receive a minimum of 20 points as an average score for all end user sites included in the project. See instructions beginning on Page 11 for computing the Rurality Score.
2. **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. See instructions beginning on Page 16 for more information on the Matching Contribution.

**Other Considerations:**

Rural Areas: The intent of the DLT program is to benefit rural areas (populations of 20,000 or less). We recognize that some projects could include end users in more urbanized areas, however; the Agency will evaluate projects based on their benefit to rural areas.

Online Education Services: Applications which propose to only develop web-based applications which are universally available are considered ineligible. This type of project does not have a defined service area and the beneficiaries can be located anywhere, including urban areas.

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**Grant Limits**

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Grant limits are set forth in 7 CFR 1703 and the Notice of Solicitation of Applications dated May 22, 2015. The minimum Grant amount which can be requested is \$50,000. The maximum Grant amount which can be requested is \$500,000.

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**Grant Review Process**

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1. Grant Receipt: Completed applications must be postmarked, hand-delivered, or submitted through [www.grants.gov](http://www.grants.gov) by July 6, 2015 in order to be considered for funding.
2. Completeness Review: RUS will review each application for completeness in accordance with § 1703.125. Within 15 working days of application receipt, RUS will notify the applicant of the results of this review, citing any information that is incomplete. The applicant will have 15 working days from this notification to submit the required information.

The completeness review and letter will only cover items which are not material to the eligibility and scoring of the application. Items which may be requested include missing certifications or unsigned certifications. Applicants will not have the opportunity to submit additional documentation in support of the scoring criteria or for eligibility purposes, nor to adjust their budget or match.

The letter will be sent via email or fax to the person listed as the Contact Person in Block 8(f) of the Form SF-424. If no Contact Person is listed in this block, the letter will be sent via fax or email to the Authorized Representative in Block 21.

3. Scoring: All complete applications will be scored in accordance with the criteria set forth in §1703.126. All applicants will be notified in writing of the score each application receives along with a tentative minimum required score to receive financial assistance.
4. Appeals: If the score received by the applicant could result in the denial of its application, or if the score, while sufficient to qualify for financial assistance, may be surpassed by a score awarded to a competing application after appeal, the applicant may appeal its numerical scoring. The appeal must be based on inaccurate scoring of the application by RUS and no new information or data that was not included in the original application will be considered.

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The appeal must be made, in writing, within 10 days after the applicant is notified of the scoring results. RUS will review the original scoring to determine whether to sustain, reverse, or modify the original scoring determination. Final determinations will be made after consideration of all appeals. A copy of RUS' decision will be furnished promptly to the applicant.

5. Selection Process: Applications will be selected for approval based on scores assigned, availability of funds, and the provisions of § 1703.127.

Regardless of the number of points an application receives, the Administrator may take any of the following actions:

- a) Limit the number of applications selected for projects located in any one State during a fiscal year. (This authority allows the Administrator to limit awards to any one state. It does not allow the Administrator to make awards in other states regardless of score.)
  - b) Limit the number of selected applications for a particular project.
  - c) Select an application receiving fewer points than another application if there are insufficient funds during a particular funding period to select the higher scoring application. If the Administrator makes this kind of selection and it affects your application, we will provide you an opportunity to reduce the amount of your grant request to the amount of funds available.
6. Legal Documents: All grantees will be required to execute a standard DLT Grant Agreement. A standard form of this agreement can be found on our website under the Forms and Resources tab at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>

## Completing the Grant Application

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This section addresses all of the information that must be submitted in order for an application to be deemed complete and considered for funding. Please make sure that all the necessary information is included in the appropriate section. All the required forms and certifications are included in Appendix A to this Guide

- A. Standard Form 424 w/Attachments
- B. An Executive Summary of the Project
- C. Scoring Criteria Documentation
- D. Scope of Work
- E. Financial Information and Sustainability
- F. Statement of Experience
- G. Telecommunications System Plan
- H. Compliance with other Federal Statutes
- I. Environmental Impact and Historic Preservation
- J. Evidence of Legal Authority and Existence
- K. Consultation with USDA State Director and State Strategic Plan Conformity
- L. Supplemental Information

## **A. Standard Form 424 w/Attachments**

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There are two attachments to the SF-424. One is a *Site Worksheet* (required) and the other is a *Survey on Ensuring Equal Opportunity for Applicants* (optional). Some of the information requested on the Site Worksheets such as population, school districts and congressional districts can be obtained at the US Census web site. Further guidance on navigating the US Census website is available in Appendix B.

The application must be signed by an authorized representative of the organization who has the authority to commit the organization's resources to carry out the project for the term of the grant. If the authorized representative is not a corporate officer, evidence must be included that demonstrates that the signer has authority to obligate the organization.

## **B. Executive Summary**

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The Executive Summary gives reviewers their first overall view of the project area, the problems that residents face, and how the proposed project will address those problems. This is your opportunity to discuss the core aspects of the project. It should contain a **concise** description of the project including:

1. A description of why the project is needed;
2. An explanation of how the applicant will address the need cited, why the applicant requires the financial assistance, the types of education or medical services to be offered by the projects, and the benefits to rural resident;
3. A description of the applicant, documenting eligibility;
4. An explanation of the total project cost including a breakdown of the grant required and the source of matching contribution and other financial assistance for the remainder of the project;
5. A statement specifying whether the project is either a distance learning or telemedicine facility as defined in § 1703.102. If the project provides both distance learning and telemedicine services, the applicant must identify the predominant use of the system;
6. A general overview of the telecommunications system to be developed, including the types of equipment, technologies, and facilities used; and
7. A description of the participating hubs and end user sites and the number of rural residents that will be served by the project at each end user site.

### C. Scoring Criteria Documentation

The DLT Grant Program is a competitive program. Applications are scored in **objective** and **subjective** categories. The table below lists each DLT category, and the maximum points available.

#### Objective Criteria

Rural Area ( <i>Rurality</i> )	This criterion measures rural benefit. The score threshold for the application to be considered in the competition at all is 20 points. This category based on Census data (up to 45 Points).
Economic Need ( <i>NSLP</i> )	This criterion measures the general economic need of the area through the use of statistics from the National School Lunch Program (NSLP) (up to 35 Points).
Matching Funds ( <i>Leveraging</i> )	The DLT program requires a minimum match of 15%. Higher matches receive more points. There are special matching provisions for American Samoa, Guam, Virgin Islands, and the Northern Mariana Islands (up to 35 Points).

#### Subjective Criteria

Additional NSLP	An applicant with NSLP eligibility below 50% may request additional points, and could receive additional points if they can document that the NSLP percentage is not an accurate indicator of the economic need of the area. (up to 10 Points)
Need for Services and Project Benefits ( <i>Needs &amp; Benefits</i> )	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 45 Points)
Innovativeness	This criterion assesses how the objectives of the proposed project are met in new and creative ways. (up to 15 Points)
Cost Effectiveness	This criterion evaluates the efficiency with which the proposed project and its technology deliver educational and/or medical benefits to beneficiaries. (up to 35 Points)
Special Consideration	RUS will offer special consideration to applications that contain at least one end-user site within a trust area or a tribal jurisdictional area. Such applications will be awarded 15 points.

**C-1. Rurality – Up to 45 Points**

The *Rurality* score is based on the population size of each community where an end user site is located. For non-fixed site projects and projects which contain non-fixed components, the Rurality score will be based on the population of the Hub site. Applicants can use Census population data either from the Census FactFinder Website or from Rand McNally Atlas (Atlas) that cites the 2010 Census as its source for population statistics. Population figures used in the 2015 DLT Grant competition must use the 2010 Census as the source, whether it is from the Atlas, or from the FactFinder Website.

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Please use the Rurality Worksheet in Appendix A to calculate your Rurality Score. The Worksheet is also available as an Excel worksheet at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>

Include the population statistics and *rurality* calculations for all sites, including those you have designated as (pure) hubs. Use the following definitions for assistance in designating the type of site:

*Hub Sites:* A hub site is a facility that is part of a network or telecommunications system that provides educational or medical services to end user sites. A pure hub receives no end user benefits. The site is usually a connection management point or is exclusively an educational or medical source of distance learning or telemedicine.

*End-User Site:* An end-user site is a facility that is part of a network or telecommunications system that is utilized by end users.

A *Hub/End-User* site performs both functions: a hub which also accommodates end-users.

The following classifications define the various population levels determining the Rurality score.

**EXCEPTIONALLY RURAL AREA – 5,000 and under: 45 Points.** Any area of the USA not included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 5,000 inhabitants.

**RURAL AREA – 5,001-10,000: 30 Points.** Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 5,000 and not in excess of 10,000 inhabitants.

**MID-RURAL AREA – 10,001-20,000: 15 Points.** Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 10,000 and not in excess of 20,000 inhabitants.

**URBAN AREA - Over 20,000: 0 Points.** Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.

Use the *Rurality Worksheet* to enter: 1) the name you have given to the site; 2) the town, city, or *place within a state* where the site is located; 3) the population (2010 Census) of the town; and 4) the *Rurality* score (as derived from the Population-to-Score table).

Although pure hubs are not included in the calculation, except in the case of Non-fixed end-users applications and hybrid applications, the Agency will need this data to recalculate the score if there appears to be end user beneficiaries at the site. Place the sites in the same order and use the same numbering as on the *Site Worksheet* (and which will be used on the *NSLP Worksheet*.

If any end user sites are not within the boundaries of a town or a *place* that cannot be identified by 2010 Census or found in the listing of cities, towns, and places in the Rand McNally, please provide documentation verifying the existence and population of the site.

## Adding up Individual Scores for an Overall *Rurality* Score

After you have entered all your sites and the corresponding population on the *Rurality Worksheet* calculate your estimated score by taking the average of the scores you designated as end users or hub/end-users. Do not include pure Hubs in the calculation. *Exception:* Non-fixed End-User applications only use Hub sites in the calculation and Hybrid Projects use Hub sites for the Non-fixed portion of the service area.

## Rounding

Scores should be shown with their decimals rounded out to 2 decimal places (i.e., 30.49999 rounds to 30.50).

### C-2. Economic Need (NSLP) – Up to 35 Points

Economic Need is measured by the National School Lunch Program (NSLP) eligibility. All applicants are required to provide the applicable percentage of students *eligible* to participate in the NSLP for each area to be served by the end user site. The appropriate State or local organization administering the program must certify the percentages as being correct. Some official NSLP data is posted on state websites. If so, you may provide printouts from these sites as documentation. Data from unofficial websites is not acceptable.

Please use the NSLP Worksheet in Appendix A to calculate your score. The Worksheet is also available as an Excel worksheet at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>

The *NSLP* score is based on **NSLP data for the sites where the end-users are located**. *Exception:* Non-fixed End-User applications only use Hub sites in the calculation and Hybrid Projects use Hub sites for the Non-fixed portion of the service area.

**Tips:** If you are in a small district, where K-12 is in one school, or on one campus where the lunch facility is shared so that separate NSLP data is not available for the individual high, middle, or elementary school, make this clear in the supporting documentation you supply behind the *NSLP Worksheet*. If you provide printouts of NSLP data for many schools other than the sites in the application, please highlight the data relevant to your application and submit applicable pages only.

## Determining the *NSLP* Score

The *NSLP* score is based on the average of the relevant NSLP eligibility percentage for all hub/end-user and end/user sites. Use the following guidelines in preparing the *NSLP Worksheet*.

Does the applicant use **specific school or district-wide** statistics?

1. If the hub/end-user or end-user site is a **public school or non-profit private school of Kindergarten through Grade 12 (K-12)**, use the eligibility percentage for that **specific school**. Do not provide district-wide data or data from another school.
2. If the hub/end-user or end-user site is **any other entity** (college, private for-profit school, library, hospital, clinic, etc.) use the NSLP eligibility score for the **public school district** in which the site is located.

### **NSLP Documentation**

Support each site's NSLP percentage with printouts from the official NSLP Web pages for your state or area's educational Website. Most official NSLP data is posted on state and/or local governmental websites. Include in your NSLP section each site's NSLP percentage by providing **printouts** from these government official sites. **HIGHLIGHT THE SCHOOL OR SCHOOL DISTRICT NSLP LINE-ITEM RECORD ON YOUR PRINTOUTS** so that RUS can expedite the review process for NSLP. Make certain that the official Website address from which those printouts are obtained is provided either on the printout or is specified to it so that we can verify the information. Provide the Web address with the printout, and ensure that the web link provided is operational. If an official Website does not exist for this information, please contact the Superintendent's office of the school district you are seeking and request the NSLP data. **Also request a signed letter which validates that the NSLP information provided is the most current official NSLP data.**

Printouts without evidence of source and data from **unofficial sites**, such as commercial websites that report information about schools are **not acceptable**.

Place all NSLP certifications and any other documentation behind the *NSLP Worksheet* under Tab C-2 of your application.

#### **NSLP Documentation Errors to Avoid:**

- No documentation.
- A statement from the certifying NSLP official that the data is correct and the most recent available, but with no evidence in the letter of what the data is.
- An unsigned letter from the certifying official.
- A letter from the certifying official without a clearly printed name and title.
- No reference to an official Website for the state NSLP data with clearly marked Web address (in lieu of submitting letter from certifying official).

**How is the score calculated?**

1. The “Average NSLP” entered on the *NSLP Worksheet* is the average of the relevant NSLP eligibility percentages for all the hub/end-user and end-user sites. When calculating the average, use the eligibility percentages exactly as received from the source of the NSLP data. In other words, if the administrator of the lunch program provides data to two decimal places, enter that data for each site on the *NSLP Worksheet* to two places.
2. **Do not round:** After calculating the average, enter it in the “Average NSLP” block on the *Worksheet*.
3. Use the scoring table below (it also appears on the *NSLP Worksheet*) to enter the score in the “Applicant’s Estimated NSLP Score” block.

<u>NSLP Percentage:</u>	<u>Points</u>
NSLP < 25%	0
25% ≤ NSLP < 50%	15
50% ≤ NSLP < 75%	25
75% ≤ NSLP	35

**Example of NSLP Calculation**

Central Community College (Central) will link itself, a community library, and two rural schools to the Deepwoods Nature Center for the purpose of receiving instructor led environmental courses via videoconferencing. The Deepwoods Nature center is the source of the distance learning content and will not receive any content from the other sites. As such, it is a pure (educational) hub and the NSLP data will not be used in the calculation. However, the **applicant must provide the NSLP data anyway** for the hub site (if the Agency were to determine that the site is also an end-user, it can recalculate the NSLP score). Central will be the electronic hub of the network, and will receive distance learning content from the Nature Center. As such, that site is categorized as a hub/end-user. The average of the four relevant percentages is 36.125%. The applicant refers to the scoring table and will enter 15 points in the “Applicant’s Estimated *NSLP Score*” block.

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	Site Name (Same numbering and order as <i>Site &amp; Rurality Worksheets</i> )	Site Type (Hub, etc.)	Total Students	% Eligible (See Attached)
1	Deepwoods Nature Center (school district data)	Hub (not calculated)	347	37.1
2	Central Community College (use school district data)	Hub/End-User	3,200	24.2
3	Kingstown Library (use school district data)	End-user	1,200	28.9
4	Farwell High School (use specific school data)	End-user	235	34.1
5	Clarksburg High School (use specific school data)	End-user	432	57.3
Average NSLP (Sum of NSLP Percentages ÷ # of Sites)				36.125%
Applicant's Estimated NSLP Score (Enter Points from Scoring Table)		15	NSLP Score (for Agency Use)	

**C-3. Leveraging (Matching Funds) - Up to 35 Points**

The *Leveraging* score is based on the matching fund contribution from non-Federal sources of the applicant and other participants. This criterion is intended to measure the level of commitment in the local community for the project. As such, the applicant is encouraged to seek financial contributions locally as well as their own financial resources. A DLT project that is widely supported within a rural community is more likely to be strong and successful.

Use the Leveraging form provided in Appendix A. Additionally, documentation submitted in support of the application should reflect any additional financial support for the project from non-Federal sources above the applicant's minimum matching contribution of 15 percent as required by §1703.122. The applicant must provide evidence, from authorized representatives of the sources, of a commitment that the funds are available and will be used for the project.

Points are awarded as follows:

<u>Percentage of Eligible Match Compared to Grant Request</u>	<u>Points</u>
15% < Match % ≤ 30%	0
30% < Match % ≤ 50%	15
50% < Match % ≤ 75%	25
75% < Match % ≤ 100%	30
Match > 100%	35

**Remember to use your proposed DLT Grant Request amount and your matching amount(s) for the Leverage calculation. Do not use the Overall DLT Project amount in your Leverage calculation.**

**Special Matching Provisions for American Samoa, Guam, the Virgin Islands, and the Northern Mariana Islands.** Under Federal law, applications from these areas are exempt from matching requirements up to \$200,000. The maximum DLT Grant in FY 2015 is \$500,000 and the required minimum match is 15%, or \$75,000. This means that for the FY 2015 DLT Grant Program, these areas are not required to provide a minimum match. However, if no matching funds are provided, an applicant from these special Matching Provision Areas cannot score any points in the Leverage category. To score points in this category, applicants from these areas would need to provide the same match levels as other applicants, *i.e.*, a 30% match would yield 15 points.

**Eligible purposes for in-kind matching funds are identical to eligible purposes for a DLT grant.**

For a line-item to be eligible in full for match funding, the application must demonstrate:

1. The match is used for eligible purposes;
2. That none of the use is to benefit sites not shown in the scoring; and
3. That the predominant purpose (over 50% of use) of that line-item is for purposes which meet the DLT grant definition of distance learning or telemedicine.

If any part of a line-item is for ineligible purposes, the line-item cannot be budgeted for match. To be eligible, **items proposed as match must be integral to the project** in exactly the same way as items the applicant proposes to obtain with the grant. The technology purchased with DLT grant monies or credited as in-kind match items are intended to build distance learning and/or telemedicine systems that would not otherwise be financially possible if not for the grant.

**Federal funds are not eligible as matching funds. E-rate funds are federal funds cannot be applied as matching funds to a DLT project.**

**Special Matching Provisions for projects located in eligible counties under *Counties in Appalachia*.** If counties in your proposed project are any of the counties eligible under this provision you may use ARC funds toward your matching contribution. Please see [www.arc.gov](http://www.arc.gov) for a list of eligible counties under the *Counties in Appalachia* heading. Applying ARC funds as a match requires coordination with ARC State Program Managers and States in the Region. See the *ARC Members, Partners and Staff* link also at [www.arc.gov](http://www.arc.gov) for ARC State Program Managers contact information. DLT applicants considering an ARC match are strongly encouraged to contact their ARC State Program Manager(s) early in the process to explore the feasibility of an ARC grant.

**Use of non-Federal Grants as Matching Funds** To document the match, include a copy of the announcement letter from the grantor. The letter from the grantor must be explicit about the purpose of the grant and not have limitations or exclusions. If you intend to apply another grant as matching funds toward the DLT Grant application, include a letter from the grant recipient stating that the money in that grant is available and can be applied to the purposes of the DLT Grant.

## Types of Matching Funds

### A. Cash

### B. In-Kind Match

An in-kind match must be integral to and necessary for the DLT project, not simply a technology purchase made in the same timeframe. Unlike cash, in-kind matches are tied directly to the eligibility of the proposed in-kind item. **Should we determine that the item is not eligible or not integral and necessary for the project, the item would be removed from the grant and match budget and the proposed match would not be credited.**

In-kind items must be non-depreciated or new assets with established monetary values.

Costs incurred by the applicant, or others on behalf of the applicant, for facilities or equipment installed, or other services rendered prior to submission of a completed application, shall not be considered as an eligible in-kind matching contribution.

Vendor-donated equipment: The regulation (7 CFR 1703) states that in-kind items must have an “established monetary value” and that “manufacturer’s or service provider’s discounts are not considered in-kind matching.” If a vendor offers to donate a piece of equipment, and if that vendor can demonstrate satisfactory to the Agency that the value of the donated equipment has been set at its normally sold price, supported by recent invoices, then the agency will credit such equipment as an in-kind match. However this only applies to a full donation of that line item and not as a partial donation - and not as a discount.

## Funding Commitments

The applicant must provide, in form and substance satisfactory to RUS, that funding agreements have been obtained to ensure completion of the project. These agreements, which must be placed in this section of the Application, shall be sufficient to ensure:

- (1) Payment of all proposed expenditures for the project;
- (2) All required matching contribution in 1703.120;
- (3) any additional matching funding provided in accordance with §1703.126(b)(4); and
- (4) Any other funds necessary to complete the project.

**Match Documentation Specifics** - The applicant must document the project’s proposed matching funds in form and substance satisfactory to the Agency. The documentation must be placed under Tab C-3 of your application. Each proposed match entry on the Leveraging Worksheet must be supported by a signed letter from the individual donor proposing the match.

1. **Be signed by a person capable of obligating the donor organization.** Include the printed name and title of the person signing the letter. The letter must clearly indicate the name of the donor

organization and state that the funds are committed to the proposed DLT project as described in the *Budget* and elsewhere in the application. If your name and title do not appear on the donor organization's letterhead, attach evidence of your position to the letter.

2. **If the match is cash, state the dollar amount.** Letters without a stated cash amount cannot be credited as a cash match.

3. If the proposed match is in-kind, state the actual dollar amount and give a complete description of the donation identified by the line-item number in the budget and the expected date of purchase.

Letters that do not identify the line-items in the budget cannot be credited as an in-kind match. Keep in mind that items acquired before the application deadline are not eligible for grant or match. Also, demonstrate how the established monetary value of the item was determined.

Proposed matches must be consistent on the SF-424, the *Budget*, and the *Leveraging Worksheet*.

Proposed matches not documented under Tab C-3 with a letter as described above will not be credited in the *Leveraging* score.

#### **C-4. Additional NSLP – Up to 10 Points**

The DLT program uses the National School Lunch Program (NSLP as described above under Section C-2) as the primary measure of general economic need for an area served by a proposed project. **The *Additional NSLP* category is intended to provide an opportunity for an applicant that has scored below average to make their case that the *NSLP* score underestimates the relative economic need of their project area.**

An applicant with NSLP eligibility below 50% may request *Additional NSLP* points. If that applicant can demonstrate that the area it would serve, or a subset of the public it would serve, is not accurately captured by the NSLP percentage. **Based on the strength of the evidence provided by the applicant, the Agency may award up to ten points in this category.**

To gain points in this category, the applicant must specifically request them in Section C-4 of the Application using the form, *Additional NSLP Worksheet* located in Appendix A.

#### **C-5. Need for Services and Project Benefits – Up to 45 Points**

This criterion measures the extent to which the proposed project meets the need for distance learning or telemedicine services in rural areas, benefits derived from the services proposed by the project, and local community involvement in planning, implementing, and financial assistance of the project.

RUS will consider the extent of the applicant's documentation explaining the economic, education, or health care challenges facing the community; the applicant's proposed plan to address these challenges; how the grant can help; and why the applicant cannot complete the project without a grant. RUS will also consider the extent to which the applicant provides evidence that economic, education, or health care challenges could not be addressed without employing advanced technology. RUS will also consider any support by recognized experts in the related educational or health care field, any documentation substantiating the educational or health care underserved nature of the applicant's

proposed service area, and any justification for specific educational or medical services which are needed and will provide direct benefits to rural residents.

Some examples of benefits to be provided by the project include, but are not limited to:

1. Improved educational opportunities for a specified number of students;
2. Travel time and money saved by telemedicine diagnoses;
3. Number of doctors retained in rural areas;
4. Number of additional students electing to attend higher education institutions;
5. Lives saved due to prompt medical diagnoses and treatment;
6. New education courses offered, including college level courses;
7. Expanded use of educational facilities such as night training;
8. Number of patients receiving telemedicine diagnoses;
9. Provision of training, information resources, library assets, adult education, lifetime learning, community use of technology, jobs, connection to region, nation, and world.

Other matters that will be considered by RUS under this criterion include:

1. That rural residents, and other beneficiaries, desire the educational or medical services to be provided by the project. A strong indication of need is the willingness of local end users or institutions, to the extent possible, to contribute to the capital costs of establishing the project. This could include letters of financial commitment toward the project from local institutions.
2. The extent of the project's planning, development, and support by local residents and institutions. This may include evidence of community involvement, as exemplified in community meetings, public forums, and surveys. In addition, applicants should provide evidence of local residents' participation in the project planning and development. Additionally, a complete project may require items that are ineligible as grant or match, such as a building addition or a vehicle for mobile telemedicine. Although not eligible for in-kind matching credit, any kind of financial support and contributions from the local community (other than the applicant) does show evidence of the commitment of the community to the project.
3. The extent to which the application addresses the problems of population out-migration and how the project seeks to slow, halt, or prevent population loss.
4. The extent to which the application is consistent with the State strategic plan prepared by the Rural Development State Director of the United States Department of Agriculture. (Section K)

### **Need for Services**

Clearly state the economic, geographic, educational, or health care challenges facing the project's respective communities, and provide any documentation that demonstrates the challenges. Use verifiable data and statistics to substantiate and quantify these challenges. **Demonstrate how the proposed project will help resolve these challenges** and why the applicant cannot afford the project without a grant.

Document support for the project provided by professionals in the educational or health care fields. The more specific their professional opinion is regarding your situation and the proposed project as a solution, the more compelling it is. Substantiate the underserved educational or health care nature of the project's proposed service area; and justify, explain, and document the specific educational or medical services that will provide direct benefits to rural residents.

Demonstrate demand by rural residents and other beneficiaries for the educational or medical services that the project would provide. Show that the project is designed to meet local community needs. Willingness of local end-users or community-based organizations to contribute to the costs of completing, operating, or maintaining the project is a strong indication of community support. Documentation of support includes letters of financial and non-financial commitment towards the project from local organizations.

### **Benefits Derived from Services**

In addition to documenting the need for services, describe how the project would assist the community in solving these challenges. **Document the specific benefits of your project and quantify them in terms of expected outcomes.** Tie the benefits of your project DIRECTLY to the stated needs you intend to address. Provide measurable targets or goals such as estimates of the number of people that will benefit from the project.

### **Examples**

For a distance learning project that serves secondary schools, provide the **number of schools and students** that will benefit. You should also **document** all other benefits provided by the project with quantifiable goals when possible such as:

- four-year foreign language availability up from 300 to 1,200 students;
- organic chemistry offered for first time to entire district;
- expanded educational facility use, such as evening vocational training;
- a reduction in the rate of high school dropouts from 17% to 12%.

For a telemedicine project that serves a group of hospitals, provide the **number of health care facilities and the potential number of patients** to benefit. You should also **document** all other benefits provided by the project such as:

- time and monetary savings to the community from telemedicine diagnoses;
- 400 patients receiving at-home monitoring;
- 4 doctors retained in your community or medical staff trained;
- lives saved due to prompt medical diagnosis.

Document any ancillary benefits or multiple uses that would create added value in the rural communities which the project will serve. Examples include training, information resources, library assets, adult education, lifetime learning, and job creation. If applicable, you can address particular community problems such as out-migration and the extent to which the project would reduce or prevent population loss.

**Local community involvement in planning, implementing, and financial assistance of the project**

Address the participation by local residents and organizations in planning and developing the project. Include evidence of this participation in your application. Examples of evidence of community involvement include community meetings, public forums and surveys.

**Discuss Other Projects involving DLT Awards**

DLT Grants cannot be awarded to projects that duplicate facilities. If any of the sites or service territory in the project as described in the application are part of another application in FY 2015 or were part of a project funded in the previous two DLT competitions (2013 & 2014), explain any relationship between or among these projects as you discuss the specific need and benefit that will be provided by the proposed project. In particular, discuss how match and grant funding for this project, if approved, would complement previous efforts. (Provide a more thorough discussion of project overlaps in the *Telecommunications System Plan*, as described above. In the absence of an explanation, overlaps in projects are assumed to be duplication and as a consequence, the project could be rejected as ineligible or scored comparatively low in *Needs and Benefits*.)

In addition, applicants with previous awards should discuss the implementation of the previous award with respect to the use of funds. This is particularly true if funds from the former award have not yet been drawn down in its entirety.

**C-6. Innovativeness of the Project – Up to 15 Points**

This criterion will be used to evaluate the innovativeness of application based on documentation that shows how the project utilizes advanced telecommunications in a unique way to: improve how educational or medical services are delivered in a community; address the needs of the community; or introduce new methods, ideas or procedures to those services as a result of the technology.

Innovativeness should be addressed in the context of how the project will deliver distance learning or telemedicine services more effectively or at a lower cost. The following issues may be addressed to show how the project differs from a typical distance learning and telemedicine network as follows:

1. The extent to which the project differs from a technical standpoint;
2. The extent to which the project differs from an educational or medical programmatic standpoint;
3. The extent to which the project reflects a unique adaptation of technology based on the special needs or circumstances of the proposed area to be served by the project; and
4. The potential of the project to influence or lead changes in how telecommunications services can be delivered in other areas.

**C-7. Cost Effectiveness of the Project – Up to 35 Points**

This criterion will be used to evaluate the cost effectiveness of the application based on the extent that cost-efficiency is considered in delivering the services in the project. The following issues should be addressed under this criterion:

1. The extent to which the applicant has considered various technological options for delivering the services. The applicant must provide sufficient documentation reflecting accepted analytical and financial methodologies to substantiate its choice of technology as the most cost-effective option. A spreadsheet showing initial cost and annual costs of all considered alternative technologies and implementations can offer strong support for a good score in this category. Explain the assumptions and sources for cost information used in the comparison. RUS will consider the applicant's documentation and analysis comparing various systems and technologies.
2. Whether buying or leasing specific equipment is more cost effective.
3. The extent to which the project will utilize other existing networks at the regional, statewide, national or international levels. To the extent possible, educational and health care networks should be designed to utilize the widest practicable number of other networks that expand the capabilities of the project, thereby affording rural residents opportunities that may not be available at the local level. The ability to connect to the Internet alone cannot be used as the sole basis to fulfill this criteria.
4. The extent to which the facilities being constructed with the grant provided to entities other than the applicant, will be utilized to extend or enhance the benefits of the project.
5. The extent to which the project utilizes existing telecommunications transmission facilities that could provide the transmission path for the needed services. For projects that do not utilize existing transmission facilities, RUS will consider documentation explaining the necessity of this option. RUS will also consider any agreements between the applicant and other entities for sharing transmission facilities to lower the fixed costs of such facilities.

**C-8. Special Consideration – 15 Points**

RUS will offer special consideration to applications that contain at least one end-user site within a trust area or a tribal jurisdictional area. Such applications will be awarded 15 points. The application will need to include a map showing the end-user site(s) located in the trust area or tribal jurisdictional area, as well as the geographical coordinate(s), and physical address(es) of the end-user site(s). The applicant will also need to submit evidence indicating that the area where the end-user site is located is a trust area or a tribal jurisdictional area.

RUS will use one or more of the following resources in determining whether a particular ends-user site is located in trust area or tribal jurisdictional area:

- Official maps of Federal Indian Reservations based on information compiled by the U. S. Department of the Interior, Bureau of Indian Affairs and made available to the public;

- Title Status Reports issued by the U. S. Department of the Interior, Bureau of Indian Affairs showing that title to such land is held in trust or is subject to restrictions imposed by the United States;
- Trust Asset and Accounting Management System data, maintained by the Department of the Interior, Bureau of Indian Affairs;
- Official maps of the Department of Hawaiian Homelands of the State of Hawaii identifying land that has been given the status of Hawaiian home lands under the provisions of section 204 of the Hawaiian Homes Commission Act, 1920;
- Official records of the U.S. Department of the Interior, the State of Alaska, or such other documentation of ownership as the RUS may determine to be satisfactory, showing that title is owned by a Regional Corporation or a Village Corporation as such terms are defined in the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq);
- Evidence that the land is located on Guam, American Samoa or the Commonwealth of the Northern Mariana Islands, and is eligible for use in the Veteran's Administration direct loan program for veterans purchasing or constructing homes on communally owned land; and
- Any other evidence submitted by the applicant that is satisfactory to RUS to establish that area where the end-user site is located is a trust area or a tribal jurisdictional area within the meaning of 38 U.S.C. 3765(1).

#### **D. Scope of Work**

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Provide a narrative (with charts, if needed) explaining the Scope of Work. Make a clear and convincing presentation of how you will achieve the goals of your project. The scope of work completes the picture for the reviewer. It discusses how your organization proposes to proceed with the project. **An application that does not include a scope of work cannot be evaluated and could be returned as ineligible.**

The scope of work must include, *at a minimum*, the following:

1. The **specific activities** to be performed under the project;
2. **Who** will carry out the activities;
3. The **timeframes** for accomplishing the project objectives and activities; and
4. A **budget** for all capital expenditures reflecting the line item costs for approved purposes for both the grant funds and the matching funds for the project. Separately, the budget must specify any line item costs that are nonapproved purposes for grants as contained in §1703.123.

**Additional Guidance for the Budget:** The budget is one of the foundation documents of your application. The budget is a required document for RUS to evaluate an application. The Budget worksheet with instructions is available in Appendix A. An excel spreadsheet for completing the budget is also available on our website at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>

- Your *Budget* should show each cost as a **line-item**. The items listed and described in your Telecommunications System Plan (Section G) should track line-by-line with the entries in your budget.

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- Do not combine items into lump sums that cannot be evaluated individually by the Agency. The individual parts have to be evaluated for cost comparison and program eligibility.
- If, in your project, you have to pay a user fee or a license fee that is part of the equipment's distributed processing application, or is associated with network cloud services or content processing, it must be presented as such in the application. If it is bundled with ordinary internet service, it will not be eligible for funding.
- Provide detail such as the brand and model number, *i.e.*, "VideoKing TX-90, \$5,600," as opposed to "One Video System, \$75,000 each site;" Installation," \$50,000; or "Wiring, \$100,000."

### Examples:

The following are some abbreviated examples to use as guidance in completing the budget worksheet. They are not all inclusive of the equipment needed for a complete DLT project.

- Weaver County Memorial Hospital is installing remote diagnostic systems in 2 small rural urgent care centers throughout the county to provide telemedicine services. This will involve the purchase of a diagnostic system for each site plus computers. The hospital board agreed to contribute \$25,000 to the project.

<b>Budget Worksheet</b>						
(Insert additional rows as needed)						
Line Item #	Site Name	Description	Unit Cost	# of Units	Extended Cost	
					Grant or Cash Match funds	In-Kind Match
1	Weaver County Memorial Hospital	Primary Care Bundle with Otoscope, Stehoscope and Exam Camera	\$ 16,000	1	\$ 16,000	
2	Weaver County Memorial Hospital	Software with video, stehoscope, and Documents Module	\$ 8,000	1	\$ 8,000	
3	Weaver County Memorial Hospital	Utility Cart	\$ 14,000	1	\$ 14,000	
4	Rural Clinic #1	Primary Care Bundle with Otoscope, Stehoscope and Exam Camera	\$ 16,000	1	\$ 16,000	
5	Rural Clinic #1	Software with video, stehoscope, and Documents Module	\$ 8,000	1	\$ 8,000	
6	Rural Clinic #1	Utility Cart	\$ 14,000	1	\$ 14,000	
7	Rural Clinic #2	Primary Care Bundle with Otoscope, Stehoscope and Exam Camera	\$ 16,000	1	\$ 16,000	
8	Rural Clinic #2	Software with video, stehoscope, and Document	\$ 8,000	1	\$ 8,000	
9	Rural Clinic #2	Utility Cart	\$ 14,000	1	\$ 14,000	
<b>Totals</b>					\$ 114,000	
<b>A</b>	<b>Overall DLT Project Budget</b> (Sum of Total Grant/Cash column and In-Kind Match column)					\$ 114,000
<b>B</b>	<b>Less Proposed Cash Match</b> (as documented in Tab ___)					\$ 25,000
<b>C</b>	<b>Less Proposed In-Kind Match</b> (From Total of In-Kind Match Column)					
<b>D</b>	<b>DLT Grant Request (A-B-C)</b>					\$ 89,000

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- Gretchen County Community College is proposing a distance learning project with three high schools to provide advanced placement courses. Each school has agreed to provide the needed laptops computers at their respective site.

<b>Budget Worksheet</b>							
(Insert additional rows as needed)							
Line Item #	Site Name	Description	Unit Cost	# of Units	Extended Cost		
					Grant or Cash Match funds	In-Kind Match	
1	Gretchen County CC	Moderncom 3000 Video Server	\$85,000	1	\$85,000		
2	Gretchen County CC	Tobsung T-98 Content Server	\$12,920	1	\$12,920		
3	High School #1	Pear Laptop Computers	\$900	12		\$10,800	
4	High School #2	Pear Laptop Computers	\$900	10		\$9,000	
5	High School #3	Pear Laptop Computers	\$900	5		\$4,500	
<b>Totals</b>						\$97,920	\$24,300
<b>A</b>	<b>Overall DLT Project Budget</b> (Sum of Total Grant/Cash column and In-Kind Match column)						\$122,220
<b>B</b>	<b>Less Proposed Cash Match</b> (as documented in Tab ___)						0
<b>C</b>	<b>Less Proposed In-Kind Match</b> (From Total of In-Kind Match Column)						\$24,300
<b>D</b>	<b>DLT Grant Request (A-B-C)</b>						\$97,920

**E. Financial Information and Sustainability**

The applicant must provide a narrative description demonstrating the feasibility of the project, including having sufficient resources and expertise necessary to undertake and complete the project and, how the project will be sustained following completion of the project.

The application needs to show that funding is available for the three-year period that it takes to put together the project (required for eligibility), and to ensure the project’s continuance as a viable community resource.

Provide a narrative description that addresses your project’s feasibility. The narrative should include a description of the project’s leadership, its technical expertise, and how leadership and technical expertise is distributed throughout all of the sites or the service territory. Describe how the flow of funds and institutional financial support (local government, businesses, school system, university or foundation) will sustain the project and maintain a continuity of service.

Your narrative should include all assumptions and the following information:

- A description of the project’s revenues and expenses in the project budget;
- Evidence of cost sharing arrangements among hub and end-user sites, if applicable;
- Identification of any other items that may affect feasibility or sustainability of the project.

## **F. Statement of Experience**

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Provide a written narrative describing your organization's demonstrated capability and experience in operating an educational or health care endeavor and any project similar to the proposed project. Experience in a similar project is desirable but not required. If your organization does not have experience with projects similar to the proposed project, you should explain how you plan to overcome this.

## **G. Telecommunications System Plan**

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A telecommunications system plan consisting of the following:

- (1) The capabilities of the telecommunications terminal equipment, including a description of the specific equipment which will be used to deliver the proposed service. The applicant must document discussions with various technical sources which could include consultants, engineers, product vendors, or internal technical experts, provide detailed cost estimates for operating and maintaining the end user equipment and provide evidence that alternative equipment and technologies were evaluated.
- (2) A listing of the proposed telecommunications terminal equipment, telecommunications transmission facilities, data terminal equipment, interactive video equipment, computer hardware and software systems, and components that process data for transmission via telecommunications, computer network components, communication satellite ground station equipment, or any other elements of the telecommunications system designed to further the purposes of this subpart, that the applicant intends to build or fund using RUS financial assistance.
- (3) A description of the consultations with the appropriate telecommunications carriers (including other interexchange carriers, cable television operators, enhanced service providers, providers of satellite services and telecommunications equipment manufacturers and distributors) and the anticipated role of such providers in the proposed telecommunications system.

A successful DLT grant application includes a well-planned TSP, starting with a diagram or map of the proposed system overlaid with a geographic map of the service area. Also included in the TSP are other diagrams (if necessary), technical descriptions, and a narrative accounting of each item in the budget.

The TSP shows the sites (hubs, hub/end-users, or end/users) that will participate in the project and where the equipment will be located. It shows how the equipment is interconnected and how the distance learning or telemedicine benefits flow from the hub sites to the rural end user sites.

## Telecommunications System Plan Map/Diagram

Attach a map or a drawing which is a spatial representation of the service area encompassing the project, displaying an overlay of your proposed distance learning or telemedicine system, including hub sites and end users. This map can be displayed as a series of maps containing an overview, followed by close-up maps of individual sites.

Each site, hub and end user, must be represented on the map. This representation need not be to scale, but it must be representational of your project, not generic. These generic network diagrams, usually depicting some kind of *campus architecture* are by themselves insufficient. However, applicants can provide a network diagrams (without geographic references) if they can also provide geographic maps that reference the diagram. Nevertheless, an application that does not contain a map that shows each site could be difficult to evaluate thereby losing competitive value when compared to applications that present visual clarity of their project.

- Some items requested for DLT funding will have more general uses than other equipment, which may have 100% distance learning or tele-medical purposes. For each item, specify the percentage of use that can be attributed to purposes that meet the DLT grant definition of distance learning and/or telemedicine, explain how you've determined those percentages and addressing the capabilities of the proposed equipment/software. *The percentage of use is only to be used for analysis as part of line item explanations. Do not breakout items in the actual budget by percentage of use.*
- Document your discussions with various technical sources, such as consultants, engineers, product vendors or internal technical experts.
- Address whether or not any part of the project will duplicate any adequate, established telemedicine or distance learning services already in operation. In particular, discuss how match and grant funding for this project, if approved, would complement previous efforts. Describe the status of previous projects and, in particular, the extent to which the funds have been drawn for eligible grant purposes. Please note that you will need to complete a *Non-duplication of Services Certificate*, which is part of the certification section. The form is located in the *Toolkit*.
- Identify any previous grants that the applicant has received from our Agency in the previous three grant cycles (2012, 2013 & 2014) and how they would affect the project proposed in the current application.
- This applies not only to prior grants received by the current applicant, but to grant funding that may have gone to any of the end-users in the current proposal via a grant received by another entity.
- Discuss how match and grant funding for this project, if approved, would complement previous efforts. *Specify the progress/status of any previous awards and the extent of grant and match funds expended toward completing those projects.*
- Discuss whether or not any of the sites in the current project are included as participants in another application for a Fiscal Year 2015 DLT Grant.

- In the absence of any explanation, overlaps in projects are assumed to be duplication and, as a consequence, scores could be negatively affected in the criterion of Needs and Benefits.

## **H. Compliance with other Federal Statutes**

---

Appendix A contains certification forms to demonstrate compliance with other Federal statutes and regulations. There are ten required certifications and we have numbered them H-1 through H-10 so that you can see at a glance if they are all in your application. Applications submitted without a non-duplication certification will be assumed that the project is duplicative in the services offered and will be returned as ineligible.

Important Note: If you are applying as a consortium which does not have the legal authority to apply (See Eligibility Requirements on Page 4 of the Application Guide with respect to Legal Eligibility), each entity that comprises the consortium must provide a set of these certifications.

- H-1** Equal Opportunity and Nondiscrimination
- H-2** Architectural barriers
- H-3** Flood hazard area precautions
- H-4** Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- H-5** Drug-free workplace
- H-6** Debarment and suspension rules
- H-7** Lobbying for contracts, grants, etc.
- H-8** Non-duplication of services
- H-9** Federal Debt Certification
- H-10** Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants

## **I. Environmental Impact and Historic Preservation**

---

The applicant must provide details of the project's impact on the environment and historic preservation. Grants made under this part are subject to part 1794 of this chapter which contains RUS' policies and procedures for implementing a variety of Federal statutes, regulations, and executive orders generally pertaining to the protection of the quality of the human environment that are listed in 7 CFR 1794.1.

The application shall contain a separate section entitled "Environmental Impact of the Project." The applicant may use the "Environmental Questionnaire," in Appendix A, to assist in complying with the requirements of this section.

## **J. Evidence of Legal Existence and Legal Authority to Contract with the Federal Government**

---

The applicant must provide evidence of its legal existence and authority to enter into a grant agreement with RUS and perform the activities proposed under the grant application.

## Fiscal Year 2015 Distance Learning and Telemedicine Grant Application Guide

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Satisfactory documentation of legal existence includes, but is not limited to, certificates from the Secretary of State, state statutes, or laws establishing your organization. Letters from the IRS awarding tax-exempt status are not considered adequate evidence.

Satisfactory documentation of legal authority includes, but is not limited to: articles of incorporation, bylaws, board resolutions, excerpts from state statutes, or an attorney's opinion of counsel.

Consortia:

- If the applicant is an existing established consortium with the legal ability to contract with the Federal Government, the consortium must provide the above documentation;
- If the applicant is an informal consortium which by itself lacks the legal capacity to contract, the applicant must have a legally organized host organization which is part of the consortium. That host must submit the required documentation.

Under this approach, if the entity receives an award and does not take steps to establish itself as a legal entity, there are two approaches which could be taken:

- Each organization within the consortium, which must each have legal existence and the legal authority to contract with the government, will be a party to the grant agreement and will be required to sign the document and individually supply an opinion of counsel; or
- The host organization will be legally responsible for the execution of the grant documents. This organization would be solely responsible for ownership and control of all assets acquired with the grant funds regardless of where they are installed.

### **K. Consultation with USDA State Director and State Strategic Plan Conformity**

---

The applicant must provide evidence that your organization has consulted with the USDA State Director for Rural Development about the availability of other sources of funding available at the State or local level. Include this evidence as part of your application.

You must also provide evidence from the State Director for Rural Development that your application conforms with the State strategic plan as prepared under section 381D of the Consolidated Farm and Rural Development Act (7 U.S.C. 1921 *et seq.*). Not all states have a strategic plan, so you should indicate if such a plan does not exist.

Note: Applicants should contact the USDA State Director as early as possible in the application process. You can find a listing of the State Rural Development Offices at: [www.rurdev.usda.gov/recd\\_map.html](http://www.rurdev.usda.gov/recd_map.html)

**L. Supplemental Information**

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The applicant can use this section to provide any additional information it considers relevant to the project and likely to be helpful in determining the extent to which the project will further the purposes of the Distance Learning and Telemedicine Grant Program.

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**Application for Federal Assistance SF-424**

**\* 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

**\* 2. Type of Application:**

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

USA: UNITED STATES

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

Add Attachment

Delete Attachment

View Attachment

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

## Additional Instructions for SF-424 Form

**Block 8:** There are multiple entries in this block. We will use the contact information provided in this box for all contact and correspondence. Please complete this in full and attach a sheet if you want to provide additional contacts. It is crucial that we have accurate information, including a reliable e-mail address for rapid correspondence. Otherwise, correspondence will be sent by mail. You must provide full, accurate contact information for someone with the authority to answer any questions that RUS staff may have about your application.

If you wish to supply a contact from outside your organization, attach a letter immediately behind the SF-424 listing these items: person's name, organization, contact information (phone, fax, e-mail, mailing address), relationship to your organization. Make sure the letter contains language granting authority to the person to answer our questions or provide additional information on your behalf, and any time limit you wish to apply to that person's authority. This letter must be signed by the signatory on the SF-424.

As required by the Office of Management and Budget, **all applicants for grants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number.** See instructions on Page 3 of this guide for assistance in obtaining a DUNS number

**Block 10:** The Name of the Federal Agency is Rural Utilities Service.

**Block 11:** The Catalog of Federal Assistance Number is **10.855.**

**Block 12:** Funding Opportunity Number is RUS-15-01-DLT. The Title is “**Distance Learning and Telemedicine Grant Program**”.

**Block 14:** Please use the Site Worksheet to provide this information

**Block 15:** Brief descriptive title of project.

**Block 16:** Please use the Site Worksheet to provide this information

**Block 19:** Please select “C” “Program is not covered by E.O. 12372”. Per regulation 7 CFR 1739-Supplementary Information, this program is not subject to the requirements of Executive Order 12372.

**Block 20:** You must supply an explanation of the delinquency if you check “yes”.

**Block 21: Please be sure to check “I agree”.** The application must be signed by an authorized representative of the organization that will own and operate the project if the grant is awarded. If the authorized representative is not a corporate officer, evidence must be included that demonstrates that the authorized representative has authority to obligate the organization.

# Survey Ensuring Equal Opportunity for Applicants

**Purpose:** The Federal Government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal funds, we are asking nonprofit private organizations (not including private universities) to fill out this survey.

Upon receipt, the survey will be separated from the application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of this survey is voluntary.

**Instructions for Submitting the Survey:** If you are applying using a hard copy application, please place the completed survey in an envelope labeled “Applicant Survey.” Seal the envelope and include it along with your application package. If you are applying electronically, please submit this survey along with your application.

Applicant’s (Organization) Name: \_\_\_\_\_

Applicant’s DUNS Number: \_\_\_\_\_

Federal Program: **Distance Learning and Telemedicine Grant Program**

CFDA Number: **10.855**

1. Has the applicant ever received a grant or contract from the Federal government?

Yes       No

2. Is the applicant a faith-based organization?

Yes       No

3. Is the applicant a secular organization?

Yes       No

4. Does the applicant have 501(c)(3) status?

Yes       No

5. Is the applicant a local affiliate of a national organization?

Yes       No

6. How many full-time equivalent employees does the applicant have? (Check only one box).

3 or Fewer       15-50  
 4-5       51-100  
 6-14       over 100

7. What is the size of the applicant’s annual budget? (Check only one box.)

Less Than \$150,000  
 \$150,000 - \$299,999  
 \$300,000 - \$499,999  
 \$500,000 - \$999,999  
 \$1,000,000 - \$4,999,999  
 \$5,000,000 or more

**SURVEY INSTRUCTIONS ON ENSURING EQUAL OPPORTUNITY FOR APPLICANTS**

**PROVIDE THE APPLICANT'S (ORGANIZATION) NAME AND DUNS NUMBER AND THE GRANT NAME AND CFDA NUMBER.**

1. Self-explanatory.
2. Self-identify.
3. Self-identify.
4. 501(c)(3) status is a legal designation provided on application to the Internal Revenue Service by eligible organizations. Some grant programs may require nonprofit applicants to have 501(c)(3) status. Other grant programs do not.
5. Self-explanatory.
6. For example, two part-time employees who each work half-time equal one full-time equivalent employee. If the applicant is a local affiliate of a national organization, the responses to survey questions 2 and 3 should reflect the staff and budget size of the local affiliate.
7. Annual budget means the amount of money your organization spends each year on all of its activities.

**Paperwork Burden Statement**

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0014. The time required to complete this information collection is estimated to average five (5) minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** The Agency Contact listed in this grant application package.



## Instructions for Completing Site Worksheet

1. If using the Excel worksheets provided on our website at: <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 NSLP Worksheet.
3. **Site Name** – Input the official name of the site. Use this name consistently in the Site Worksheet, Rurality Worksheet and NSLP Worksheet.
4. **Site Designation** – Designated each Site as Hub, Hub/End-User, or End-User according to the guidance on Page 12 of this guide.
5. **Town, County, State** – Input the Town or Place Name, County and State in which the Site is located.
6. **School District** – Input the School District in which the Site is located.
7. **Congressional District** – Input the Congressional District in which the Site is located. This information can be found on the House of Representatives website: [www. House.gov](http://www.house.gov).



## Instructions for Completing Rurality Worksheet

1. If using the Excel worksheets provided on our website at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants> please insert additional rows as needed to accommodate your Sites. If you added rows you will need to copy the cell references as well in order to carry the input information from the Site Worksheet. 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 NSLP Worksheet.
3. **Site Name** – Input the official name of the site. Use this name consistently in the Site Worksheet, Rurality Worksheet and NSLP Worksheet.
4. **Site Designation** – Designated each Site as Hub, Hub/End-User, or End-User according to the guidance on Page 12 of this guide.
5. **Town or Place** – Input the Town or Place Name, in which the Site is located.
6. **Population** – Input the population from the 2010 Census, guidance provided in Appendix B. If town is not located in the Census, you must provide documentation verifying the existence and population of the site
7. **Rurality Score** – Input the Rurality Score for each End-User or Hub/End-User site according to the following table:

Category	Population	Points
<b>Exceptionally Rural</b> – Any area of the US <b>NOT</b> included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 5,000 inhabitants.	5,000 or fewer	45
<b>Rural</b> – Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 5,000 and not in excess of 10,000 inhabitants.	5001 - 10,000	30
<b>Mid-Rural</b> - Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population over 10,000 and not in excess of 20,000 inhabitants.	10,001 - 20,000	15
<b>Urban Area</b> - Any area of the USA included within the boundaries of any incorporated or unincorporated city, village, or borough having a population in excess of 20,000 inhabitants.	20,001 or more	0



## Instructions for Completing NSLP Worksheet

1. If using the Excel worksheets provided on our website at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants> please insert additional rows as needed to accommodate your Sites. If you added rows you will need to copy the cell references as well in order to carry the input information from the Site Worksheet. 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 NSLP Worksheet.
3. **Site Name** – Input the official name of the site. Use this name consistently in the Site Worksheet, Rurality Worksheet and NSLP Worksheet.
4. **Site Designation** – Designated each Site as Hub, Hub/End-User, or End-User according to the guidance on Page 12 of this guide.
5. **School District** – Input the School District in which the Site is located.
6. **Total Students** – Input the either the Total Students for the facility or Total Students for the School District according to the following decision matrix:

Type of End-User	Is site Eligible for NSLP?	Use Student Population and NSLP % for Specific School	Use Student Population and NSLP % for School District
Public School (K-12)	Yes	Yes	No
Private Non Profit School (K-12)	Yes	Yes	No
A College or Other Educ. Org.	No	No	Yes
All Others - Hospital, Public Library, Clinic, etc.	N/A	No	Yes

7. **Percent Eligible** – Input the percent of students eligible for the National School Lunch Program in either the facility or the School District according to the decision matrix in Number 6 above.
8. **NSLP Score** – Calculate the Average NSLP and input the NSLP Score according to the following table:

Average NSLP Percentage:	Points
NSLP < 25%	0
25% ≤ NSLP < 50%	15
50% ≤ NSLP < 75%	25
75% ≤ NSLP	35



## Instructions for Completing Leveraging Worksheet

1. If using the Excel worksheets provided on our website at: <http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants> please insert additional rows as needed to accommodate your Matching Contributions. If using a printed form, please use additional copies as needed to list all of your Matching Contributions.
2. List each matching contribution and the dollar value on separate line items.
3. Input the total value of the matching contributions in Line 1 at the bottom of the sheet.
4. Input the total grant request in Line 2 at the bottom of the sheet.
5. Calculate the percent match and input in Line 3.
6. Calculate your score based on the following table:

Eligible Match ÷ Eligible Grant Request (%)	Points
$15\% < \text{Match \%} \leq 30\%$	0
$30\% < \text{Match \%} \leq 50\%$	15
$50\% < \text{Match \%} \leq 75\%$	25
$75\% < \text{Match \%} \leq 100\%$	30
Match > 100%	35

7. 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%)

# 2015 Additional NSLP Worksheet

(For more information about additional NSLP, Section C-4 of the *Application Guide*)

The NSLP eligibility percentage on our *NSLP Worksheet* (Tab C-2) is: \_\_\_\_\_

If this percentage is under 50%, and you believe your NSLP eligibility percentage does not accurately reflect the economic conditions in your area compared to other areas with similar eligibility percentages, you have the option to request additional points here. (If the eligibility on your *NSLP Worksheet* is 50% or higher, but you suspect that the percentage could drop below 50% after Agency review of your application, you may also request these points. Such a request will be acted upon only if your final *NSLP eligibility* is below 50% as determined by the Agency.) Points awarded by the Agency in this category, if any, are based on the supporting information provided. Attach your supporting documentation behind this worksheet under Tab F-1.

**Requests for *Additional NSLP* will not be considered if not accompanied by supporting documentation (i.e., no *Additional NSLP* points will be awarded).**

*I hereby request additional NSLP Points and have attached documentation behind this Worksheet to support my request.*

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

\_\_\_\_\_  
Date

<b>Additional NSLP Points</b> (for Agency Use)	
---	--





## Instructions for Completing Budget Worksheet

1. If using the Excel worksheets provided on our website at:  
<http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>  
please insert additional rows as needed to accommodate your Budget items. If using a printed form, please use additional copies as needed.
2. **Site Name** – Insert Site Name, consistent with previous worksheets, where equipment will be installed.
3. **Description** – Provide a detailed description, such as band and model number, for the equipment to be purchased.
4. **Unit Cost** – Provide the cost for purchasing one unit of the equipment
5. **# of Units** – Provide the number of units to be purchased for the site
6. **Extended Cost: Grant or Cash Match** – Provide the total amount of grant and/or cash match funds which will be used to purchase the line item.
7. **Extended Cost: In-Kind Match** – Provide the total value of the equipment which will be provided as an in-kind match.
8. Place Totals of each column in the Totals boxes.
9. Line A is the total of the Grant/Cash Match column and the In-Kind Match column and represents the total cost of the project
10. Line B is the total amount of Cash Match contributed to the project and supported by the Leveraging Worksheet and documentation
11. Line C is the total amount of In-Kind Match contributed to the project and supported by the Leveraging Worksheet and documentation.
12. Line D is Line A minus Line B and Line C. This should reconcile with the Grant Request on the Form SF 424 Block 18 Line a. Federal.

**Equal Opportunity and Nondiscrimination Certification**

All grants made under 7 CFR 1703 are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq.*; 7 CFR 15b); and the Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq.*; 45 CFR 90), and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the RUS Distance Learning and Telemedicine Loan and Grant Programs."

The \_\_\_\_\_ (Grantee)  
hereby certifies that, as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, it will comply with the above referenced laws, regulations and Executive Orders.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

**Certificate Regarding Architectural Barriers**

All facilities financed with RUS grants that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended (42 U.S.C. 4151 *et seq.*), and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

As a prospective primary participant recipient of financial assistance from RUS, this organization commits to carry out RUS' established policy to comply with the requirements of the above referenced law to the effect that all facilities must be readily accessible to and usable by handicapped persons.

The \_\_\_\_\_ (Grantee) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Grant and Loan Program, it is in compliance, or will be in compliance upon completion of the project, with the above referenced law.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

**Certificate Regarding Flood Hazard Area Precautions**

In accordance with 7 CFR 1788, if the project is in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001-4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropriate line below:

\_\_\_ a) The project is not located in a 100-year flood plain; therefore, no Flood Insurance is required.

\_\_\_ b) The project is located in a 100-year flood plain and the required insurance is or will be provided by:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The \_\_\_\_\_ (Grantee) hereby certifies, that, as a prospective recipient under the Distance Learning and Telemedicine Loan and Grant Program, it is in compliance, or will be in compliance during construction and/or installation of equipment and upon completion of the project, with the above referenced law.

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Type or Print Name*

\_\_\_\_\_ *Title*

**Uniform Relocation Assistance and Real Property Acquisition  
Policies Act of 1970 Certification**

The \_\_\_\_\_ (Grantee) assures that it will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act) as amended, 42 U.S.C. 4601-4655, and with implementing Federal regulations in 49 CFR 24 and 7 CFR 21.

Specifically, the \_\_\_\_\_ (Grantee) assures that:

Whenever Federal financial assistance is used to pay for any part of the cost of a program or project which will result in the displacement of any person;

- (a) Fair and reasonable relocation payments and assistance shall be provided to or for displaced persons in accordance with sections 202, 203, and 204 of the Uniform Act,
- (b) Relocation assistance programs offering the services described in section 205 of the Uniform Act shall be provided to displaced persons, and
- (c) Within a reasonable period of time prior to displacement, comparable replacement dwellings will be available to displaced persons in accordance with section 205(c) (3) of the Uniform Act.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of President or Authorized Official of  
Ultimate Recipient*

**Certification Regarding Drug-Free Workplace Requirements for Grantees  
Other than Individuals**

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR 3017.600.

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
  - (1) The dangers of drug abuse in the workplace;
  - (2) The grantee's policy of maintaining a drug-free workplace;
  - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
  - (1) Abide by the terms of the statement; and
  - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
  - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

**Place of Performance:**

---

*Street Address* *City*

---

*County* *State* *Zip Code*

**Check if there are workplaces on file that are not identified here.**

---

*Organization Name*

---

*Name and Title of Authorized Representative*

---

*Signature*

---

*Date*

**Certification Regarding Debarment, Suspension, and Other Responsibility**  
**Matters—Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR 3017.510.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
- (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

---

*Organization Name*

---

*Name and Title of Authorized Representative*

---

*Signature*

---

*Date*

**Certification Regarding Lobbying for Contracts, Grants, Loans, and  
Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (Copies of this form may be obtained from RUS.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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*Organization Name*

---

*Name and Title of Authorized Representative*

---

*Signature*

---

*Date*

**Non-Duplication of Services Certificate**

As a prospective primary participant recipient of assistance from RUS, this organization commits to carry out RUS’ established policy to comply with the requirements that no facilities using financial assistance will duplicate adequate established telemedicine services and/or distance learning services.

The \_\_\_\_\_ (Grantee) hereby certifies that as a prospective recipient under the said Distance Learning and Telemedicine Loan and Grant Program, that it will not use RUS grant funds to duplicate any adequate established services as referenced above.

(Note: Applicants and participants in DLT grant applications are sometimes applicants or participants in other current year applications or are sometime applicants or participants in projects that received awards in prior years. For guidance on disclosing such situation with respect to duplication of adequate established services, please refer to “Include the Following in your TSP” under D-1, *Telecommunications System Plan*, in Section IV of the *Application Guide*.)

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Type or Print Name*

\_\_\_\_\_  
*Title*

**Federal Obligations Certification on Delinquent Debt**

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Note:** Example of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.

**If Yes, provide explanatory information.**

**APPLICANT CERTIFICATION**  
**FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT**

The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

**Certification**

**I have read and understand the actions the Federal Government can take in the event that I fail to meet my scheduled payments in accordance with the terms and conditions of my agreements.**

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Date: \_\_\_\_\_

<b>AD-3030</b>	<b>U.S. DEPARTMENT OF AGRICULTURE</b>
<b>REPRESENTATIONS REGARDING FELONY CONVICTION AND TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS</b>	

**Note:** You only need to complete this form if you are a corporation. A corporation includes, but is not limited to, any entity that has filed articles of incorporation in one of the 50 States, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, or the U.S. Virgin Islands. Corporations include both for profit and non-profit entities.

*The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. 552(a), as amended). The authority for requesting the following information for USDA Agencies and staff offices is in §738 and 739 of the Agriculture, Rural Development, Food and Drug Administration, and Related Agencies Appropriations Act, 2012, P.L. 112-55, as amended and/or subsequently enacted. The information will be used to confirm applicant status concerning entity conviction of a felony criminal violation, and/or unpaid Federal tax liability status.*

*According to the Paperwork Reduction Act of 1985 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0025. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.*

1. APPLICANT'S NAME	2. APPLICANT'S ADDRESS (Including Zip Code)	3. TAX ID NO. (Last 4 digits)
---------------------	---	----------------------------------

4A. Has the Applicant been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of application?     YES     NO

4B. Has any officer or agent of Applicant been convicted of a felony criminal violation for actions taken on behalf of Applicant under Federal or State law in the 24 months preceding the date of application?     YES     NO

4C. Does the Applicant have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability?     YES     NO

Providing the requested information is voluntary. However, failure to furnish the requested information will make the applicant ineligible to enter into a contract, memorandum of understanding, grant, loan, loan guarantee, or cooperative agreement with USDA.

<b>PART B – SIGNATURE</b>		
5A. APPLICANT'S SIGNATURE (BY)	5B. TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY	5C. DATE SIGNED (MM-DD-YYYY)

## **Environmental Impact Certification**

### **Environmental Project Summary:**

*(This description should encompass all construction in the project, no matter the source of funding. It should provide details of how the project will affect the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and attach to this certification.)*

#### **CERTIFICATION**

**I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.**

\_\_\_\_\_  
**(Signature and Date)**

\_\_\_\_\_  
**(Print or Type Title)**

# **USDA Rural Development State Director Notification**

**Title of Project:**

**Service Area description:**

**Brief description of the project:**

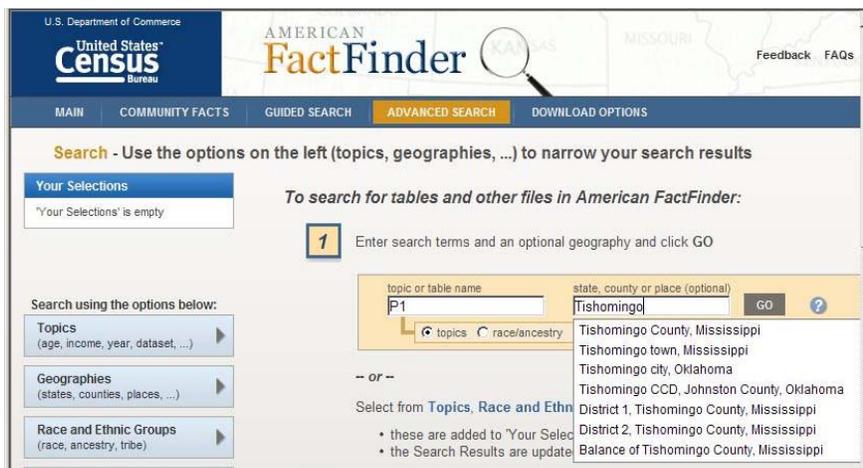
# Appendix B: Finding Information on the Census Website

## Finding the Population of a Town or Place Name Using the Census FactFinder

The following instructions are based on the Department of the Census FactFinder website.

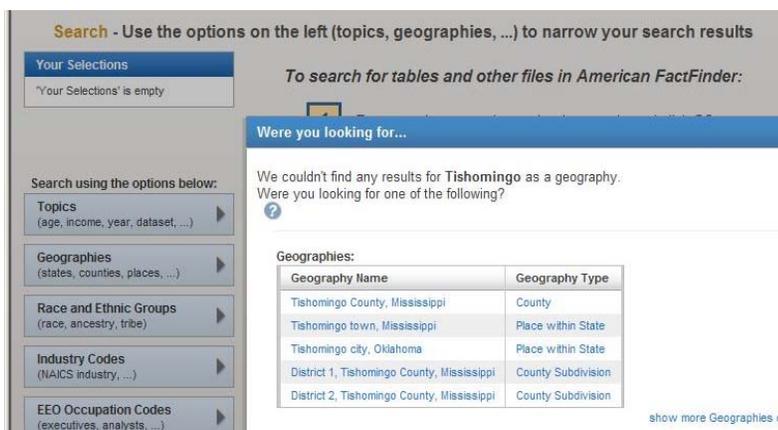
1. Go to the FactFinder2 main page, <http://factfinder.census.gov>.
2. Select Advanced Search from the top menu. In the main part of the screen, you will see a peach-colored window with 2 blank text boxes.
3. In the field “**topic or table name**”, type P1
4. In the “**state, county or place**”, field type your town name followed by a comma, and the state abbreviation. Click <GO>
5. Select TOTAL POPULATION for the total population of the *place* that you have selected.

### Example:



We have entered our example, Tishomingo, Oklahoma. FactFinder will respond with a pop-up window listing places that correspond to your typed place/name, (often adding the word “city” or “town” after the name you typed-in).

From those options, choose the one that is *most* correct.



In our example, Census has added the word “city” to our request for the town Tishomingo. This may not be the way the town is usually referred to, but it is how Census categorizes the town. So, we select “Tishomingo city, Oklahoma” from this pop-up window

In the “Geographies” table, next to the town we have selected, you will see that Tishomingo comes under a Geographic Type Census calls *place within a state*. Click on the name of the town.

**Search - Use the options on the left (topics, geographies, ...) to narrow your search results**

**Your Selections**

Search using...  
 Search: "P1"  
 Place within State  
 Tishomingo city, Oklahoma

Search using the options below:  
 Topics (age, income, year, dataset, ...)  
 Geographies (states, counties, places, ...)  
 Race and Ethnic Groups (race, ancestry, tribe)  
 Industry Codes (NAICS industry, ...)  
 EEO Occupation Codes

**Search Results: 1-8 of 8 tables and other products match 'Your Selections'**

Refine your search results: topic or table name state, county or place (optional)

Selected: View Download Compare Clear All

ID	Table, File or Document Title	Dataset	About
<input type="checkbox"/>	QT-P1 Age Groups and Sex: 2010	2010 American Indian and Alaska Native SF	<a href="#">?</a>
<input type="checkbox"/>	QT-P1 Age Groups and Sex: 2010	2010 SF1 100% Data	<a href="#">?</a>
<input type="checkbox"/>	QT-P1 Age Groups and Sex: 2010	2010 SF2 100% Data	<a href="#">?</a>
<input type="checkbox"/>	P1 RACE	2010 Redistricting Data SF (PL 94-171)	<a href="#">?</a>
<input type="checkbox"/>	P1 TOTAL POPULATION	2010 SF1 100% Data	<a href="#">?</a>
<input type="checkbox"/>	QT-P1 Age Groups and Sex: 2000	2000 SF1 100% Data	<a href="#">?</a>
<input type="checkbox"/>	QT-P1 Age Groups and Sex: 2000	2000 SF2 100% Data	<a href="#">?</a>
<input type="checkbox"/>	QT-P1 Age Groups and Sex: 2000	2000 SF4 Sample Data	<a href="#">?</a>

Selected: View Download Compare Clear All

Select TOTAL POPULATION for the total population of the *place* that you have selected.

P1 TOTAL POPULATION  
 : Total population  
 2010 Census Summary File 1

Table View

Actions: Bookmark Print Download Create a Map

Not all columns may be displayed below.  
 Click Back to Search to select other geographies using the search options on the left.

The table contains a total of 14,052,071 data columns.  
 NOTE: For information on confidentiality protection, nonsampling error, and definitions, see <http://www.census.gov>.

Tishomingo city, Oklahoma	
1 Total	3,034

Source: U.S. Census Bureau, 2010 Census.

We see that the population for Tishomingo in the 2010 Census is 3,034.

Comparing this population of 3034 against the *Rurality* Population-to-Score table, we determine that the Tishomingo site is rated *exceptionally rural*, with a score of 45.