



# **2016**

# **Distance Learning and Telemedicine Grant Program**

Presented by:  
Loan Origination and Approval  
Division

# *Distance Learning & Telemedicine Grant Program*

Improves Distance Learning or Telemedicine Services in Rural America by funding equipment that allows rural residents to access distance learning or telemedicine services from hub sites located in larger urban or suburban areas, reduces the need to travel long distances for medical services or educational opportunities.

# *Distance Learning & Telemedicine Grant Program*

*Distance learning* means a telecommunications link to an end user through the use of eligible equipment to:

- (1) Provide educational programs, instruction, or information originating in one area, whether rural or not, to students and teachers who are located in rural areas; or
- (2) Connect teachers and students, located in one rural area with teachers and students that are located in a different rural area.

# *Distance Learning & Telemedicine Grant Program*

*Telemedicine* means a telecommunications link to an end user through the use of eligible equipment which electronically links medical professionals at separate sites in order to exchange health care information in audio, video, graphic, or other format for the purpose of providing improved health care services primarily to residents of rural areas.

# *Distance Learning & Telemedicine Grant Program*

## **DLT Grant Program**

**Funding Level in 2016: \$19 million**

**Minimum Grant amount is \$50,000**

***Maximum Grant Amount is \$500,000***

**Only grants are available-no loans or combo  
loan/grants**

# *Distance Learning & Telemedicine Grant Program*

## **Changes for 2016**

1. **In-Kind Match from Vendors** – RUS determined that vendor donated matches do not have value without a corresponding purchase of additional equipment from the vendor. For example, in many of the applications, software licenses were donated in support of grant applications. Without a corresponding purchase of the same vendor's equipment, this donation would have no value towards the project. This is considered a vendor discount which has never been eligible under the program.

# *Distance Learning & Telemedicine Grant Program*

## **Changes for 2016 (cont.)**

2. **Special Consideration Points** – RUS expanded the definition of end-user sites eligible for Special Consideration Points. End-user sites located in “Strike Force” or “Promise Zone” areas are now eligible for the Special Consideration. Please see Section C-8 (Page 23) in Application Guide for further guidance.
  
3. **Evidence of Legal Existence and Legal Authority** – RUS will now accept an active registration in the System for Award Management (SAM) as evidence of legal existence and legal authority to contract with the Federal Government. The registration must be in the name of the applicant with the applicant’s DUNS number, not in the name of a parent, subsidiary or other affiliated entity.

# *Distance Learning & Telemedicine Grant Program*

## **Applicant Eligibility**

The following entity types are eligible to apply:

- Incorporated organization or partnership;
- Indian tribe or tribal organization, as defined in 25 U.S.C. 450b (e);
- State or local unit of government;
- Consortium as defined in 1703.102; or
- Other legal entity, including a private corporation organized on a for-profit or not-for-profit basis.

# *Distance Learning & Telemedicine Grant Program*

## **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.

1- 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.

2- If the applicant is an informal consortium which by itself lacks the legal capacity to contract, the consortium must have a legally organized host organization that will apply on its behalf or each individual entity must contract with RUS on its own behalf. Each member of the informal consortium must provide signed copies of certifications. See page 30 of the DLT Application Guide for more detail.

## *Distance Learning & Telemedicine Grant Program*

*There are three categories of eligible grant 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.
- 2. Acquiring instructional programming** that is a capital asset (including the purchase or lease of instructional programming already on the market).
- 3. Providing technical assistance and instruction for using eligible equipment.** The costs for this category cannot exceed 10% of the grant amount requested or 10% of the eligible matching funds calculated separately.

## *Distance Learning & Telemedicine Grant Program Eligible Equipment*

The following are examples of eligible equipment.

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

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. **All equipment must be new.**

## *Distance Learning & Telemedicine Grant Program Ineligible Equipment*

Select Ineligible purposes:

- Acquiring, installing, or constructing telecommunications transmission facilities
- Medical equipment not used primarily for telemedicine (50%+)
- Salaries or administrative expenses
- Application preparation costs
- Purchase of land, buildings, building construction, site development, or destruction or alteration of buildings.

*See Page 6 of the DLT Application Guide for a more comprehensive list.*

## *Distance Learning & Telemedicine Grant Program*

### **Additional Eligibility Criteria:**

**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 of the Application Guide for computing the Rurality Score.

**Matching Contribution:** The grant applicant's minimum matching contribution must equal 15 percent of the grant amount requested and be used for eligible grant purposes. There are special matching provisions for American Samoa, Guam, Virgin Islands, and the Northern Mariana Islands for eligibility purposes (See Page 11 of the Guide; does not apply to Leveraging score)

# *Distance Learning & Telemedicine Grant Program*

## **Matching Funds**

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

- Matching funds must be for a purpose that would be otherwise eligible for grant funding (ie. No salaries, administrative expenses, or other items prohibited from grant funding) and must be integral to the overall DLT project.
- The value of in-kind contributions must be supported. Vendor discounts are not an eligible in-kind contribution
- Only new equipment may be used in a DLT project; donations or use of partially or fully depreciated equipment are not allowable as match.

# *Distance Learning & Telemedicine Grant Program*

## *Scoring Criteria*

### **Objective Criteria**

**Rural Area (*Rurality*):** 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 (*NSLP*)** 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 (*Leveraging*)** 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).

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## *Scoring Criteria*

### **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 (*Needs & Benefits*):** This criterion compares the specific need for the technology in the proposed service territory, and how the proposed project will address those needs and benefit the residents of the area affected. (up to 45 Points)

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## *Scoring Criteria*

### **Subjective Criteria (cont.)**

**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, a “Strike Force” area or a “Promise Zone”. Such applications will be awarded 15 points

# *Distance Learning & Telemedicine Grant Program*

## *‘Special Consideration’*

Projects that contain at least one end-user site within a trust area or a tribal jurisdictional area, a “Strike Force” area or a “Promise Zone” will gain 15 extra points if...

# *Distance Learning & Telemedicine Grant Program*

## *‘Special Consideration’*

..... the applicant can document with a map showing the end-user site(s) located in the Special Consideration area, as well as the geographical coordinate(s), and physical street address(es) of the end-user site(s).

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## *‘Special Consideration’*

For those applications that propose end-user sites in a trust area or a tribal jurisdictional area, 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.

See Pages 23 and 24 of the Application Guide.

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## *‘Special Consideration’*

For more information on Strike Force Areas, go to:

[http://www.usda.gov/wps/portal/usda/usdahome?navid=STRIKE\\_FORCE](http://www.usda.gov/wps/portal/usda/usdahome?navid=STRIKE_FORCE)

For more information on Promise Zones, go to:

<http://www.rd.usda.gov/about-rd/initiatives/promise-zones>

See Page 24 of the Application Guide

# *Distance Learning & Telemedicine Grant Program*

## *Completing the Grant Application Starts on Page 9 of the Application 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

# *Distance Learning & Telemedicine Grant Program*

## *Overview of Worksheets (Appendix A)*

- Site Worksheet (pg. 38)
- Rurality Worksheet (pg. 40)
- Economic Need Worksheet (pg. 42)
- Leveraging Worksheet (pg. 44)
- Additional NSLP Worksheet (pg. 46)
- Budget Worksheet (pg. 48)



# *Distance Learning & Telemedicine Grant Program*

## *Website*

<http://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants>

# *Distance Learning & Telemedicine Grant Program*

## *Additional Registration Requirements*

**Dun and Bradstreet Data Universal Numbering System Registration** – As required by the Office of Management and Budget (OMB), all applicants for grants must supply a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying. The Standard Form 424 (SF-424) contains a blank to enter your DUNS number. The DUNS number can be obtained free of charge by calling Dun & Bradstreet. Please see [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.

## *2 CFR 200*

Awards under the program are covered by this regulation. Please review this CFR for procurement and other administrative requirements that apply to the DLT program.

Link: [http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

# *Distance Learning & Telemedicine*

## Application Submission

Must be postmarked by March 14, 2016

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

Or

2) **Postmarked, shipped, or hand-delivered** 2 paper copies of a completed application, one with original signatures, ***accompanied by an electronic version*** in the form of a CD-ROM or USB Flash Drive.



## *Distance Learning & Telemedicine Grant Program*

**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 2844  
1400 Independence Ave., SW  
Washington, D.C. 20250-1597**

# *Distance Learning & Telemedicine*

## Questions?

- **Contact Information**  
**Phone: (202) 720-0800**  
**Email: [DLTInfo@wdc.usda.gov](mailto:DLTInfo@wdc.usda.gov)**