

## **New York State Library**

### **Bringing Broadband to New York's Libraries**

#### **Broadband Access Grant Program 2008-2009**

##### **For Public Library Systems**

##### **Program RFP/Guidelines**

The New York State Library has been awarded \$621,010 by the Office for Technology through the NYS Universal Broadband Access Program. The Universal Broadband Access Grant Program is administered by the New York State Office for Technology (OFT). The program is intended to provide access to high-speed, affordable broadband access for citizens, businesses, and visitors; help create jobs through innovative community-based digital literacy and technology training programs; close the digital divide and increase digital literacy levels in unserved and underserved urban and rural communities; foster economic development and build stronger public/private partnerships; and accelerate the use of state e-government services offered through the Internet for citizens, businesses, and visitors to New York State. Information on the grant program is available at [www.oft.state.ny.us/oft/UniversalBroadband/overview.htm](http://www.oft.state.ny.us/oft/UniversalBroadband/overview.htm).

The State Library is partnering with public library systems and the New York Library Association in a statewide collaboration to enhance broadband access in public libraries that serve both urban and rural high-need areas of the state. The 421 public libraries currently participating in the Bill & Melinda Gates Foundation Opportunity Online Hardware Grant Program, for which the New York State Library was awarded \$4.1 million dollars in 2007, are the primary target audience.

Bringing Broadband to New York's Libraries is intended to enhance electronic information resources for New Yorkers...

- By creating broadband access in public libraries in high-need communities currently lacking any kind of reliable Internet access in accordance with state-prescribed minimum connectivity standards;
- By upgrading broadband access (including voice service and wireless access) in public libraries serving high-need communities in accordance with state-prescribed minimum connectivity standards;
- To provide funds so that rural and urban public libraries in high-need communities can offer digital literacy training according to state-prescribed standards and identified best practices, thereby becoming Community Technology Centers, working in partnership with local schools, universities, and businesses to increase the level of digital literacy for all households across the state, including members with disabilities.
- To increase the ability of libraries participating in the grant project to deliver E-Government services to their communities.

- To increase opportunities for participating libraries to form partnerships with other state and private funding entities in their communities so that they can sustain their digital literacy services.

Grants under this project will be made to public library systems only, based on a formula involving the number of public libraries in a system's service area currently participating in the Gates Foundation Opportunity Online Hardware Grant Program. The list of libraries arranged by library system participating in the Hardware Grant Program and thereby making them eligible to participate in the Broadband Access Grant Program can be seen on the State Library's website at:

<http://www.nysl.nysed.gov/libdev/gateslib/hardware/eligible.htm>

The libraries on these posted lists have been determined by the Gates Foundation, having met the 10% poverty service area criteria determined by Gates.

All grant funds will be awarded in 2008 and grant project activities must be completed by March 31, 2009. Quarterly reports (from the date of the grant award) are required to measure the project's progress. For the succeeding four years – through March 31, 2013, project activities and their impact are required by OFT to be reported upon on an annual basis.

**The level of funding for which each type of system is eligible to apply is listed on the State Library's LSTA website at:**

<http://www.nysl.nysed.gov/libdev/broadbnd/index.html>

A public library system is eligible to apply for one individual project, or the public library system has the option to pool its allocation with one or more other public library systems to submit a regional project. One system should serve as the lead fiscal agency for each regional project. For regional projects, the application should clearly demonstrate how improvement will occur in each individual system's service area. The application should also include a list of libraries that are expected to participate in the project.

#### **Eligible Expenditure Categories:**

Library systems should concentrate their grant project efforts in categories 1 and 2, including activities related to categories 3-5 as a subset of their major grant activities.

1. Expenses related to creating broadband access in public libraries in high-need communities currently lacking any kind of reliable Internet access in accordance with state-prescribed minimum connectivity standards
2. Expenses related to upgrading broadband access (including wireless access) in public libraries serving high-need communities in accordance with state-prescribed minimum connectivity standards

3. Expenses related to improving libraries' abilities to deliver E-Government services
4. Expenses related to activities that improve libraries' abilities to create and strengthen partnerships that sustain broadband access services
5. Expenses related to helping libraries become Community Technology Centers

Minimum standards for the purpose of this grant program are a T-1 broadband access line to the computer desktop for public access computing purposes (not for library administration purposes). The minimum statewide Internet speed standard stated in the NYS Universal Broadband Access Program (of which the State Library's grant program is a sub-grant program) is 10 Mps both downstream and upstream.

**Ineligible expenditures:**

- Food to serve at meetings
- Computer hardware and related peripherals, such as printers, keyboards, scanners, projectors
- Website development
- Conference registration fees and travel expenses
- Computer furniture
- Library expenses related to renovation, remodeling, or construction
- Supplanting the expenses of already hired personnel
- Paying indirect or administrative costs
- Out-of-state travel expenses

**Sustainability:**

OFT requires that grant applicants sustain the ongoing costs of their broadband access project for four years beyond the activities ending date of March 31, 2009, extending the sustainability period to March 31, 2013.

Applicants may use E-Rate discounts, private donations, local public funds, state and federal funds, and Gates Foundation funds toward this sustainability requirement.

In-Kind funds and cash match funds that are contributed to the grant project through March 31, 2013 may be counted toward the sustainability requirements.

Annual reports are required during these four years to show that sustainability is ongoing during this specified period. Library systems will submit reports to the State Library according to OFT specified dates.

## **Evaluation:**

Applicants are **required to use an outcome-based evaluation (OBE) approach** for measuring the results/impact of projects whose activities involve proposed changes in participants' knowledge, skill, attitude or behavior. **Outcomes/impact will be measured by the submission of annual reports through March 31, 2013.**

## **Examples of possible outcomes/impact:**

- Participants achieve success or change behavior in measurable ways
- New library users identified as a result of project
- Library services and programs changed as a result of improved or created access in measurable ways
- Evaluation data demonstrates that assessed needs were met
- New and successful partnerships are established
- Library users benefit from a progressive build-out of Internet enabled library services

**OBE information can be found on the State Library website at <http://www.nysl.nysed.gov/libdev/obe/index.html>**

## **Program Information**

### **Application**

Although this is not a competitive grant program, each application must be received in Library Development by the **deadline of August 4, 2008**. No fax or electronic applications will be accepted. **Applications received after this deadline may not be accepted.** The application should have answers to all questions and include all necessary supplemental forms as well as the **short budget form, FS-20**.

If using an overnight or express mail service, applicants should use only United Parcel Service (UPS), Airborne Express or DHL Worldwide Express. These companies have complied with the State Education Department's request that all deliveries be made directly to the addressee. Federal Express and the United States Postal Service are not providing addressor to addressee service. **Keep this in mind if you plan to use express mail.** Experience in receiving applications has shown that it is unwise to depend on express mail the day before the deadline.

## Forms

The customized short budget form, FS-20, is on the State Library's website along with other required forms, including a verification form stating that a good faith effort has been made to use businesses that are owned by minorities or women. There are also general instructions for completing the application and forms as well as the Congressional Districts table on this site. The Authentication form is the form signed by a Board President while the other forms are signed by the Library System Director.

**There are no matching funds required for this grant program, but any matching cash funds used should be reported as part of the application.**

## In-Kind Funds

Applications require realistic estimates of the **type and dollar amounts** to be applied to implementing the project and must be reported as In-Kind Funds as part of the budget narrative. For example, the project may require 10% of a system staff member's time to administer it at a cost of \$X. Partners' and collaborators' time or other resources should be listed as well. The time spent by member library staff in a training workshop is not considered an in-kind contribution, but the time the staff member spends to practice or use what is learned at the workshop could be an in-kind contribution. This information is required because it is used by the State Library to report on the real costs of developing and implementing these broadband access projects. In-Kind funds are NOT included on the FS20 form.

**The application and all forms are on the State Library website**  
at: <http://www.nysl.nysed.gov/libdev/broadbnd/index.html>

Questions about this Broadband Access Grant Program should be directed to Mary Linda Todd at 518-486-4858, [mtodd@mail.nysed.gov](mailto:mtodd@mail.nysed.gov) .

**Four copies of the completed application (two with original signatures), budget (FS-20) and all related forms must be received in the offices of the State Library's Division of Library Development by August 4, 2008.**