

New York State Library: Bringing Broadband to New York’s Libraries: Broadband Access Grant 2008

Information and Filing Requirements

General Information

- **Four** copies of the completed applications, budget (FS-20) and related forms must be received in Library Development by **August 4, 2008**. Copies of each form are available as Word and/or .pdf files which can be downloaded. The filing requirements for each form are noted below.
- For ease of processing, please keep all original signature copies together as one complete set. **Indicate which two of the four sets have original signatures by checking box at top of first page.**
- The operational project dates will be 9/1/2008 - 3/31/2009.

The New York State Library Broadband Access Grant Program 2008 will fund approved projects from the date of the award to March 31, 2009. **Note that these grant projects and funds must be completed by March 31, 2009. However, reports on an annual basis will be required from library systems addressing project sustainability will be required through March 31, 2013.**

The [Library System Allocation table](#) provides the funding amount that may be requested by each library system.

Application Form

Use pages 1 and 3 of the form (Word ; .PDF) provided.	
Page 1	<p>Fill in system name, project title, name, telephone number and email address of the project director and system director.</p> <p>Library Systems that are working on cooperative or collaborative projects will submit one application, indicating which system will have lead fiscal responsibility.</p> <p>The Broadband Access Grant Funds Requested should be the same amount that appears as the GRAND TOTAL on allocation chart.</p> <p>In-kind contributions should be identified, if applicable for the project. They may include staff and collaborators' time, other system resources as</p>

	<p>well as other grant funds. Matching funds should be identified but are not required.</p> <p>Indicate the number of Gates Online Hardware Opportunity Hardware Grant libraries you anticipate serving and the total number of member libraries you expect to serve through this project</p> <p>List the Congressional districts to be served. A list of Congressional districts can be found here.</p>
Page 2	<p>Respond to the application questions, with detailed narrative. Note that Application Question 3 pertaining to Budget requests a budget narrative corresponding to the budget codes as found on page 2 of the FS-20 Budget Request Form.</p> <p>Note: <i>Equipment with unit costs less than \$5,000 should be entered under the code (45) for supplies. There is no match requirement for equipment. In-kind costs and matching funds that may be used to sustain the project should be described in the Budget Narrative, but should not be included in the FS-20 Budget request.</i></p>
Page 3	<p>Supply information as requested. Two copies of the Application and FS-20 forms must have an original signature.</p>

Other Application Forms

<p>A minimum of one copy must be filed for each grant application following the requirements noted below. At least one form must carry an original signature.</p>	
Form	Filing Requirements
<p>Authentication Form (in Word and .PDF)</p>	<p>Include project title and other information as requested. This form should accompany your application by the application deadline, August 4, 2008. The authentication form must be on file before an award can be made.</p>
<p>MBWE Verification (in Word and .PDF)</p>	<p>This best effort verification must be signed and filed with your application. One copy must have an original signature. Include library or system name, date and system director's name and signature.</p>

Budget Form FS-20

<p>Please use only the short budget form (FS-20; in Word and .PDF) for Broadband</p>	
<ul style="list-style-type: none">• Please note that the short budget form (FS-20) has only two pages. Budget specifications identified in the narrative under question 3 of the Application should be transferred to budget codes on page 2 of the FS-20 form.• Enter only whole dollar amounts.• Personnel or Staff (Codes 15, 16 & 80), Supplies (45), Equipment (20), Purchased Services (40) and Travel (46) are permissible items in the Broadband initiative, with the exception that salaries must not supplant budgeted personnel lines.• All software, regardless of unit price, should be budgeted in Supplies and Materials (code 45). Equipment items with a unit cost of less than \$5,000 should be budgeted in Supplies and Materials (45). Note: ALL equipment items with a unit cost greater than \$5,000 more should be identified in the equipment (code 20). All proposed travel expenses must be detailed in the budget narrative and reflected in Code 46.• Indirect costs may not be charged in this grant.	
Page 1	Fill in project title, contact person, and applicant information as requested.
Page 2	Fill in the Agency Code and Agency Name on the right-hand side of the page. If you do not know your Agency Code, here is a list of Agency Codes and Federal ID's . Sign and date in Chief Administrator's Certification box on bottom, left-hand side of page. Please note that page 2 should face out as the last page.

Budget Form FS-10-F

<p>Use short report form (FS-10F) in Word and .PDF.</p>
<ul style="list-style-type: none">• Please submit one signed original and one copy of Final

<p>Budget Report (FS-10F) to Linda Todd within 30 days of the project end date, March 31, 2009.</p> <ul style="list-style-type: none"> • Enter only whole dollar amounts. <p>Original signatures are required on the FS-10F, the Final Project Expenditure Report.</p>	
Page 1	<p>Fill in project title, name of the report preparer, library system, address, telephone and other requested information.</p>
Page 2	<p>Fill in the Agency Code and Agency Name on the right-hand side of the page. If you do not know your Agency Code, here is a list of Agency Codes and Federal ID's.</p> <p>Complete the budget detail in the left hand column in the codes as specified in the budget request. Budget detail must agree with original approved project budget, unless a budget amendment has been filed.</p> <p>Sign and date in Chief Administrator's Certification box on bottom, left-hand side of page.</p> <p>Please note that <u>page 2 should face out</u> as the last page.</p>

Reports

<p>Project Reports 2008-2009</p>	<p>Quarterly interim reports and a year-end narrative report containing an outcome based evaluation of your project will be required.</p> <p>One report with original signature and one electronic copy should be submitted to Linda Todd. Include library system name, Project Title, System Director's name and signature and report preparer, if different. Reports should address project impact, outcomes and sustainability.</p>
<p>Annual Reports 20010--2013</p>	<p>Each successive annual report will benchmark ongoing project achievement/successes detailing the impact of your broadband access project.</p>

Questions about completing the application or related forms should be directed to contact Mary Linda Todd at 518-486-4858 or by email at mtodd@mail.nysed.gov
