



**Broadband Non-Infrastructure Application  
Submission to NTIA – Public Computer Centers**

<b>Submitted Date:</b> 3/15/2010 2:03:21 PM	<b>Easygrants ID:</b> 5180
<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> LIBRARIES, OKLAHOMA DEPARTMENT OF
<b>Task:</b> Submit Application - Public Computer Centers	<b>Applicant Name:</b> Ms. Susan McVey

**Local Budget:** Local library budgets will cover any remaining monthly Internet costs starting July 2013 and going forward. The libraries included in this application have submitted letters of commitment from their local funding authority.

**LSTA Funds:** LSTA Funds will fund licensing of software subscriptions (e.g. Learning Express, Rosetta Stone, etc.) and ongoing costs for videoconferencing for the course of the project and beyond as needed. Since these are federal funds, they have not been counted towards cash or in-kind match.

**Friends of the Libraries (FOL):** FOLs are non-profit, incorporated organizations for the purpose of aiding public libraries. They historically support libraries through purchases of workstations and have committed to do so after the grant period.

**Future Grant Writing:** ODL has historically sought grant funding and will continue to do so to sustain this project long after the BTOP grant has been expensed.

A few cost items have been budgeted for the duration of the project but will not be sustained after three years. These are:

**Training:** The consulting firm hired for implementation and IT support will be responsible for training the local library staff and the existing IT support/volunteers to maintain the workstations and the videoconferencing equipment to maximize their useful lives. The IT support consulting firm is only needed for 3 years after which the local libraries will maintain the equipment on their own with the help of local IT support and volunteers.

**Personnel:** The 3 personnel that will be retained will no longer be needed for this project after three years and therefore the associated costs do not need to be sustained.

<b>Matching Funds</b>	
<b>Applicant is providing matching funds of at least 20% towards the total eligible project costs?</b>	Yes
<b>Describe the matching</b>	The total project cost is expected to be \$3,353,062 and the ODL will



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<b>contributions</b>	<p>provide a cash match of \$1,019,812 (30.4%).</p> <p>Cash</p> <ul style="list-style-type: none"><li>- A \$750,000 cash match from the Gates Foundation over two years has been committed that will be spent in 2 installments (See Gates Letter of Commitment)</li><li>- An additional \$126,480 in cash match from Gates has also been committed over 2 years to hire a national trainer to support the application for E-Rate funds (See Gates Letter of Commitment)</li><li>- Public libraries have committed to pay for the non E-Rate portion of the Internet MRC starting in July 2013 (see attached Letters of Commitment from each participating library). This amounts to a total of \$26,669</li><li>- Gates Foundation has also provided an additional \$119,155 in pre-application expenses to hire CSMG to help write the grant and the budget. This amount is capped at \$116,663 so as not to exceed 5% of BTOP request as per NOFA guidelines for pre-application expenses</li><li>- ODL's time and staff resources allocated for the preparation of the application amounts to \$32,000. This amount was paid in cash by the ODL to Vicki Mohr, Judy Tirey, and Cathy Van Hoy for their efforts. This amount is capped at \$0 in the budget so as not to exceed 5% of BTOP request as per NOFA guidelines for pre-application expenses</li><li>- Finally, private sources of funding from multi-national corporations such as Devon Energy and AT&amp;T are being pursued to further strengthen the match</li></ul> <p>In-Kind</p> <ul style="list-style-type: none"><li>- A number of community partners have volunteered to help with marketing of the new equipment and with training of library staff and users. To be conservative, these services have not been given a dollar amount and not included in the calculation for the in-kind match</li></ul>
<b>Unjust enrichment</b>	<p>ODL is not receiving nor has it applied for federal support for non-recurring costs in the area for which the award is sought.</p>



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	<p>Funding for all non-recurring costs included in the budget such as broadband equipment and computers has only been requested within this BTOP application.</p> <p>Public libraries are currently receiving federal E-Rate and state E-Rate for a significant portion of recurring Internet costs. This project is not requesting BTOP funding to cover costs paid by E-Rate. However, ODL is requesting funding from BTOP for some incremental recurring costs during the grant period to facilitate implementation of broadband connectivity for participating libraries.</p> <p>ODL is not receiving nor has applied for federal support in the same proposed funded service areas as the proposed BTOP project. Individual libraries will continue to apply for USF funding under E-Rate but will not be requesting duplicate funding for recurring Internet access services and/or nonrecurring services for broadband infrastructure. Any recurring costs requested in this proposal are for incremental, non-discounted charges only. Libraries will not receive BTOP funding and federal funding for the same costs.</p> <p>ODL has calculated the non-discounted, incremental broadband access service charges using actual library E-Rate eligibility and discount information. ODL has only applied for, on behalf of participating libraries, the incremental portion for which E-Rate is not expected to cover. ODL has also accounted for any E-Rate and BTOP funding timing requirements in the budget to assure no funding gaps occur.</p>
<b>Disclosure of federal and/or state funding sources</b>	<p>We are not requesting nor have we received federal or state funding for activities to which this project has specifically requested for funding. However, the ODL does plan to leverage state and federal funding sources to pay for items that have not been requested from BTOP funds.</p> <p><b>State Funding</b> Individual Libraries included in this grant currently receive a total of approximately \$142,000 (at a maximum of \$246 per month per</p>



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	<p>library) per year in state USF (E-Rate) funding to help pay for monthly Internet charges. Individual libraries will be asked to continue to apply for this funding to help fund and sustain the project. The budget outlined in this application has already subtracted this amount (incremental \$57,000/year) from the project costs.</p> <p><b>Federal Funding</b> Individual Libraries included in this grant receive a total of approximately \$625,000 (47% of which is for Internet) per year in federal USF (E-Rate) funding. Individual libraries will be asked to continue to apply for this funding to help fund and sustain the project. The budget outlined in this application has already subtracted this amount (incremental \$665,000/year for Internet costs) from the project costs based on current discount rates.</p> <p>The ODL receives a Library Services and Technology Act (LSTA) grant annually (approximately \$2M per year) from the Institute of Museum and Library Services (IMLS). \$22,770,353 has been received from 2000-2010. The Act was "designed to assist in remedying a serious deficiency in the educational program of the United States."</p> <p>The ODL FFY2010 award will be leveraged with the PCC project by allocating up to \$300,000 to purchase licenses for software such as Tutor.com or Brainfuse to be used by participating libraries' users. The costs associated with these purchases have already been subtracted from the project cost and are therefore not included in the budget.</p>
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Budget Narrative	
<b>Budget narrative</b>	<p>The overall cost of the project is \$3.4M. Proposed costs are intended to expand broadband access and capacity at public libraries, specifically in counties with higher than average percentage of vulnerable populations. The budget has been designed to maximize the reach and impact of the BTOP dollars:</p> <p>Program Personnel: Personnel costs represent 7.2% (\$240K) of the</p>



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	<p>total budget</p> <ul style="list-style-type: none"><li>- Project Implementation Director oversees the program execution. S/he will be paid \$30K per year for three years for spending 40% of their time on BTOP</li><li>- Grant Fiscal Administrator and Reporting Manager oversees all expenditure and reporting requirements. S/he will be paid \$30K per year for three years for spending 35% of their time</li><li>- Training Coordinator oversees training for librarians. S/he will be paid \$20K per year for three years for spending 40% of their time</li></ul> <p>Fringe Benefits: Benefits represent 1.7% (\$58K) of the total budget</p> <p>Travel: Travel costs represent 0.6% (\$20K) of the total budget. An avg. of ten trips per year per employee is anticipated</p> <p>Equipment Costs: Equipment costs represent 5.8% (\$195K) of the total budget. They reflect all the one-time equipment purchases</p> <ul style="list-style-type: none"><li>- Applicant level costs for videoconferencing include purchasing a media blade (\$78K), port licenses (\$3,300/site), a central content server (\$27K), and training courses (\$1,900/session)</li></ul> <p>Supplies: Supplies represent 2.0% (\$67K) of the budget</p> <ul style="list-style-type: none"><li>- These costs are associated with printing costs for posters, brochures, flyers, and other stationery for outreach</li></ul> <p>Contractual: Contractor expenses represent 10.4% (\$349K) of the budget.</p> <ul style="list-style-type: none"><li>- A consulting firm will be hired on an hourly basis for 24 months (~1500 hours at \$120/hour + \$40K allocated for dispatch travel) for IT support and implementation</li><li>- \$126K budgeted to hire a national consulting firm to assist with E-Rate applications</li><li>- \$2.5K budgeted for graphic designer for outreach</li></ul> <p>Other Costs: Other costs represent 72.3% (\$2.42M) of the budget.</p>
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	<p>These costs include other costs for the ODL and costs associated with the sub-recipients (individual libraries)</p> <ul style="list-style-type: none"><li>- Applicant level costs (\$353K) include pre-application fees of \$117K to hire CSMG, two year videoconferencing support costs of \$199K, outreach costs for outdoor sponsorships of \$37K</li><li>- Sub-recipient equipment costs (\$1.71M) include purchasing 339 laptop, desktop, and netbook public access workstations, 39 carrels for workspace, 326 desktop videoconferencing peripherals; 42 terminating routers, 42 port switches, 42 firewalls and 42 Wi-Fi routers, 36 room-based videoconferencing systems, and 8 laser printers, and 3 projectors</li><li>- Sub-recipient remodeling and internal renovation costs (\$117K) at three locations have been budgeted</li><li>- Sub-recipient broadband costs (\$240K) are the incremental Internet service costs. The plan is to align the rollout of new broadband service with E-Rate funds in July 2011 to avoid any funding gaps</li></ul>
<b>Budget reasonableness</b>	<p>The proposed costs are reasonable, fall within the eligible costs category as defined by the NTIA, and necessary for the successful completion of project.</p> <p>Program Personnel/Fringe Benefits: Assumed salaries are based on current benchmarks of comparable staff costs and reasonable given ODL's extensive experience in hiring and managing personnel. With recent downward trend in employment, no salary increases have been assumed.</p> <p>Travel: Travel costs are based on local norms and standards assuming leased vehicles, mileage, and standard accommodation expenses.</p> <p>Personnel, benefits, contractual, and travel costs are for "reasonable compensation for qualified instructors, technicians, managers, and other employees essential for these types of programs."</p> <p>Equipment Costs:</p> <ul style="list-style-type: none"><li>- Videoconferencing equipment is reasonable as it's based on detailed</li></ul>



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	<p>cost estimates from major vendors. List of equipment has been validated as necessary by OneNet (service provider supporting existing videoconferencing equipment in State agencies)</p> <ul style="list-style-type: none"><li>- Cost estimate for workstations is based on predetermined state contracts. High-end workstations have been selected to maximize the useful lives of the equipment and to ensure they are capable of high definition videoconferencing</li><li>- No existing workstations are expected to be replaced as older computers will be useful for online services, as they allow for low bandwidth applications such as word processing and web browsing</li><li>- CPE and LAN equipment cost estimates are based on a combination of web research from reputable retailers and firm estimates from vendors</li></ul> <p>These are eligible costs for “acquiring broadband related equipment, instrumentation, networking capability, hardware and software, and digital network technology for broadband services.”</p> <p>Supplies/Outreach: The marketing plan represents 5% of the total budget and is within the recommended range for projects of this size based on extensive experience from ODL marketing personnel responsible for similar library programs. These costs are eligible under “awareness programs.”</p> <p>Other Costs:</p> <ul style="list-style-type: none"><li>- Bandwidth requested per library provides minimum busy hour speeds of 1Mbps (no more than 5Mbps) per workstation. This is the recommended bandwidth from major vendors to enable seamless and high-def videoconferencing. It is modest in comparison to national objectives of 100Mbps cited by FCC Chairman Genachowski</li><li>- Incremental MRC is eligible under “operating expenses” and are based on cost inputs from a number of service providers (OneNet, AT&amp;T, Cox, Sprint, CableOne, and Windstream). For any given location, the most cost effective provider was selected.</li><li>- Ongoing videoconferencing costs are based on inputs from vendors</li></ul>
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	<p>and are eligible under “operating expenses”</p> <ul style="list-style-type: none"> <li>- Incidental construction costs related to renovation of 3 computer lab areas are based on local cost estimates per Sq. ft. from vendors</li> </ul>
<b>Demonstration of need</b>	<p>Even with pooled resources, the ODL and local library budgets are insufficient to fund this project's implementation. Therefore, the project proposal could not be implemented during the grant period without federal grant assistance from BTOP.</p> <p>The economic downturn began to impact Oklahoma’s economy beginning in the summer of 2009. Oklahoma went from being called “recession proof” to leading the country with the largest percentage of revenue decline. The current fiscal year budget for ODL has been reduced 7.5% since the fiscal year started. Budget reductions are expected in 2011 but are not finalized. Discussions have indicated that the reductions could be in the 15-25% range. Please see supplemental uploads for a letter from the Office of State Finance that confirms the budget cuts.</p> <p>To verify that the individual libraries do not have the financial resources to implement this project, ODL surveyed all the libraries in the state and reviewed the budgets for each participating library. Libraries clearly demonstrated an interest in implementing this project, but lacked the resources to do so.</p>

**Funds to States/Territories**

States	Amount of Federal Grant Request
Oklahoma	2,333,250

**Funds to States/Territories Total:** \$2,333,250

**G. Historical Financials**

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<b>Matching Funds</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Revenue</b>	6,847,731	7,294,856	7,286,042
<b>Expenditures</b>	6,479,561	6,819,301	6,800,995
<b>Net Assets</b>	368,170	475,555	485,047
<b>Change in Net Assets from Prior Year</b>	-12,723	107,385	9,492
<b>Bond Rating (if applicable)</b>	N/A	N/A	N/A

## H. Public Computer Center Summary

<b>Jobs</b>	
<b>How many direct jobs-years will be created from this project?</b>	3
<b>How many indirect jobs will be created from this project?</b>	13
<b>How many jobs will be induced from this project?</b>	9

**Methodology used to estimate jobs:**

The methodology suggested by the Council of Economic Advisors provides a job-years estimate that illustrates the full impact that the ODL PCC project could provide. The total of 25 job years was determined by dividing the total federal grant ask, \$2,333,250 by the CEA's job year spending standard of \$92,000.

The direct job-years total of 3 is reflective of the job years created by expanding existing staff responsibilities associated with program implementation, grant administration, and training coordination.

The indirect job-years total of 13 is reflective of the job years created by spending for outsourced IT services, facilities renovation, computer hardware, broadband connection, installation and monthly recurring charges, networking equipment, and graphic design and printing services. The ODL will also look to use the services of disadvantaged businesses for the spending reflected in the indirect job-years total.





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The 9 induced job-years are the result of direct and in-direct job creation inside and outside OK. The individuals in the direct jobs, the IT vendors, and the employees of the contracted broadband providers will be spending in the OK economy. Employees of hardware suppliers, likely based outside of OK, will have their job security bolstered by the project spending.

The project match spending of \$1,019,812, which includes funding of application support and E-Rate consultants, will create an additional 7 indirect and 4 induced job-years.

Proposed # of Public Computer Centers	
Schools (k-12)	0
Libraries	45
Medical and Healthcare Providers	0
Public Safety Entities	0
Community Colleges	0
Public Housing	0
Other Institutions of Higher Education	0
Other Community Support Organization	0
Other Government Facilities	0

**Total Proposed Public Computer Centers**      45

**Current Total Persons in Service Area**      1583309

Minority Serving Institutions	
Historically Black Colleges and Universities	0



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<b>Tribal Colleges and Universities</b>	0
<b>Alaska Native Serving Institutions</b>	0
<b>Hispanic Serving Institutions</b>	0
<b>Native Hawaiian Serving Institutions</b>	0
<b>TOTAL MINORITY SERVING INSTITUTIONS</b>	0

<b>Weekly Usage Summary</b>	
<b>Total Current # of Persons Served per 120-hour Business Week</b>	36228
<b>Total Proposed # of Persons Served per 120-hour Business Week</b>	43473
<b>Total Current # of Persons Served per 48-hour Weekend</b>	6465
<b>Total Proposed # of Persons Served per 48-hour Weekend</b>	7758

<b>Broadband Workstation Summary</b>	
<b>Number of Current Workstations proposed to be upgraded</b>	0
<b>Total Current # of Broadband Workstations</b>	611
<b>Total Proposed # of Broadband Workstations</b>	950



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<b>Average Current Facility Broadband Connection Speed</b>	8.50 Mbps
<b>Average Proposed Facility Broadband Connection Speed</b>	52.40 Mbps

## **I. Project Readiness**

### **Licenses and Regulatory Approvals**

The ODL does not require any local, state, or federal licenses or regulatory approval to complete its project. The proposed project uses existing facilities and does not require any construction that would require licenses or regulatory approvals.

### **Organizational Readiness**

The ODL has received numerous grants from not only the federal and state governments, but from private foundations as well. Much experience was gained by way of successfully fulfilling the requirements of these grants.

ODL's management team is well experienced in implementing, operating and sustaining state wide projects which translates into the ability to manage a project of this size and scope.

### **Federal Grant Administration**

ODL receives federal funds from the Institute of Museum and Library Services (IMLS) for the Library Services and Technology Act (LSTA) which operates on the federal fiscal year with a 2 year grant cycle. Report requirements are rigid, requiring outputs, outcomes, and testimonials. Rules and regulations are based upon Cost Principles 225, A87 (see supplemental uploads for LSTA background). Adherence to project purposes and priorities is mandatory.

- \$2.1 Million yearly
- \$22,770,353 Administered since 2000
- Claims and contracts
- 5 Year Plan developed for 2008/2012
- 5 Year Evaluation (10M+) 2003/2007
- Annual report

### **State Grant Administration**



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**State Aid**

- 2.1M+ Annually
- Evaluation of 200+ annual reports
- Distribution calculation
- Claims and contracts

**Construction**

- \$1,363,125 Administered since 2001

**Private Grant Administration**

**The Bill and Melinda Gates Foundation**

- \$100,000+ Technology upgrades (statewide)
- \$622,500 Computers, laptops, wireless (statewide)
- \$66,000 Spanish outreach
- \$33,000 Advocacy
- \$35,000 Development of library websites

Staff designed processes for allocation of funding aligned with grant priorities, developed selection criteria for recipients, established timelines, and submitted program reports and evaluations in a timely manner.

**E-Rate Administration**

Staff has assisted public libraries with federal E-rate applications for 13 years. Five staff members have extensive experience with the process. Currently 96% of public libraries successfully file for E-rate discounts on their phone and Internet services.

Statewide technology services implemented in public libraries:

- 1996 100% public libraries – dial-up access
- 1999 100% public libraries – 56K
- 2004 96% public libraries - T-1
- 2008 96% public libraries - Wi-Fi 24/7 access in 96% of public libraries

**Training**

Librarians are trained to offer innovative services to their users.

**Certification for Public Librarians**

- 16 Years



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- 7 Basic/8 Advanced classes annually
- 49 Classes – 2009
- 631 Librarians attended

**Computer Lab**

- 19 Years
- 54 Classes (2008)
- 442 Librarians attended
- 3 Classes: National Network of Libraries of Medicine trainers

See BTOP project managers' resumes attached.

**Project Timeline and Challenges**

The timeline assumes that the grant will be awarded in August-September 2010 and the implementation will begin as soon as Q4 2010. The implementation schedule is such that the BTOP funds will be in line and proportional to cash match in hand. The project proposes to spend 38% in year 1, and 62% during the rest of the project (46% in year 2 and 16% in year 3). The match amounts will be spent proportionally to the BTOP request.

**Pre-application Expense**

- Hire CSMG to help with technical assistance and grant writing
- Pay ODL staff for time and resources for grant preparation

**Q4 2010-Q1 2011:**

- New personnel will be hired in Q4 2010 and retained for the duration of the project
- Contractors for technical support and implementation will be hired in Q4 2010 and sustained for three years. However, the bulk of the implementation will be completed by the end of Year 2 after which their role will shift to monitoring and training
- A national E-Rate coordinator will be hired in Q4 2010 to support the updated E-Rate applications. The E-Rate coordinator will be hired for two years
- All the laptops, desktops, notebooks, projectors, printers, and carrels will be purchased in Q4 2010
- Since there is no major construction involved in the proposal, it is expected that the renovations needed for the computer labs will be completed in Q4 2010

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**Q2 2011-Q3 2011:**

- Outreach will begin after the equipment has been installed and the librarians have been trained. The outreach campaign will begin in Q2 2011 and will last for the rest of the project with the bulk of the outreach done in Year 2 of the project after the new connectivity and the videoconferencing equipment have been installed

- The budget assumes that the libraries will be able to upgrade their Internet connection starting Q3 2011 in line with E-Rate schedules. This allows the libraries to submit RFPs to select vendors and apply for E-Rate by February 2011. These costs will continue for the rest of the grant period and going forward

**Q4 2011-End of Project:**

- Videoconferencing and other LAN equipment that depends on upgraded connectivity will be purchased starting Q4 2011 after the upgraded connections have been installed.

Videoconferencing will be installed in stages with certain locations acting as pilot tests at the start of Q4 2011. Once successfully installed, other locations will receive videoconferencing for the remainder of the quarter

- All ongoing costs described above will continue until the end of the project. The monthly Internet charges will continue for the rest of the grant period and beyond

For a graphical representation of the timeline of the project, please refer to the timeline in the Supplemental Information uploads.

**SPIN Number****J. Environmental Questionnaire**

**Does this PCC application have construction or ground disturbing activities?**

Yes

If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.



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**Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.**

**Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?**

**Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.**

**Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?**

**Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.**

**Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.**





**Broadband Non-Infrastructure Application  
Submission to NTIA – Public Computer Centers**

<b>Submitted Date:</b> 3/15/2010 2:03:21 PM	<b>Easygrants ID:</b> 5180
<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> LIBRARIES, OKLAHOMA DEPARTMENT OF
<b>Task:</b> Submit Application - Public Computer Centers	<b>Applicant Name:</b> Ms. Susan McVey

Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

## **K. Environmental Questionnaire – Part 2**

### **Project Description**

To protect the environment, historic and tribal areas, the proposed project does not include any ground disturbing activities. The project involves connecting existing buildings to broadband service providers through their existing rights of way. Due to minimal construction, the proposed project is expected to fall within Categorical Exclusions defined by NEPA. Nevertheless, the ODL consulted a specialist firm to assess each proposed project location.

Construction falls into two types: 1) remodeling and, 2) possible burying of fiber by service providers to upgrade connectivity.

Internal renovations for computer labs:

Tahlequah: Remodel 380 Sq.ft. construction of interior walls and wiring

Shawnee: Remodel 650 Sq.ft. construction of three walls, wiring, and three new 20-amp circuits

Miami: Renovate existing 320 Sq.ft. room, new walls, lower ceiling, and wiring

Connectivity Upgrades:

It remains to be seen if Internet access upgrades will require service providers to bury new fiber or bandwidth objectives can be met with existing or aerial fiber. The competitive bidding process will avoid impact on sensitive sites by: 1) only allowing service via existing rights of way, and 2) setting a clear preference for the use of existing infrastructure or aerial fiber over new buried fiber.

Service providers indicated there would be no installation cost. Therefore no BTOP funds would be allocated to fiber construction or any potential ground disturbance.



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**Property Changes**

This project includes no new sites and therefore does not entail property changes or zoning issues. There are no plans to clear, excavate, fence, or otherwise disturb any land for the project. No portion of this project is proposed to be on public land owned or managed by the federal government.

Broadband service providers will be required to use existing broadband infrastructure, existing rights of way, and clear preference will be given to aerial over buried fiber.

**Buildings**

Three buildings will undergo minor interior renovations:

- Tahlequah: 380 square feet
- Shawnee: 650 square feet
- Miami: 320 square feet

For any unforeseen linear construction related to the project, broadband service providers will be required to use existing rights of way.

**Wetlands**

No wetlands are present on or near the project sites.

**Critical Habitats**

Oklahoma has the following species listings and occurrences (see detailed accounting in attached supplemental materials):

- 21 Animal and Plant species listed in this state (based on published historic range and population)
- 17 Animal and Plant species listed in this state and that occur in this state
- 1 Animal and Plant species listed in this state that do not occur in this state
- 3 Listed Animal and Plant species occurring in this state that are not listed in this state

However, the library locations included in this project are existing locations that are centrally located in population centers. Project expenditures are exclusively funding services on these existing premises. Therefore, the project cannot impact endangered species.



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The Fish and Wildlife Service's geographic mapping tool has been inoperable (see attached screen capture). We have therefore been unable to confirm that no critical habitats are present or near the project.

**Floodplain**

The project does not involve any construction activities in floodplains.

Only three of the included library locations (where no construction is to occur) fall within 100-year floodplains. Those sites are:

- Cherokee City - County Library
- Sulphur - Mary E Parker Memorial Library
- Waurika Public Library

Please refer to FEMA maps uploaded in the supplemental uploads.

**Protected Land**

Because the libraries included in the project, like most libraries, are among the premier anchor institutions in their communities they tend to be centrally located in population centers. Historic properties also tend to be located near town centers. Therefore, it is not surprising that 41 of the 45 of the planned locations are within one mile of historic locations (see attached lists and maps in Supplemental Uploads). The project involves no external construction so we do not anticipate any impact on historic locations.

Similarly, the majority of the territory within Oklahoma's borders is designated as tribal area. Therefore it is also not surprising that 38 of the 45 of the planned locations fall within tribal area boundaries (see attached lists and maps in Supplemental Uploads). The project involves no external construction so we do not anticipate any negative impact on the tribal areas.

**Coastal Area**

None of the project sites are within the boundaries of a coastal zone management area.

**Brownfield**



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None of the libraries in the project are within a brownfield site.

Only one location, the Walters Public Library, is within 300 feet of a brownfield site called the Cotton County Courthouse/Jail. Please see the attached map showing the library's proximity to the site.

The EPA lists this site as "Ready for Reuse" (see [http://iaspub.epa.gov/Cleanups/brownfieldsPropertyProfile.jsp?property\\_id=66541](http://iaspub.epa.gov/Cleanups/brownfieldsPropertyProfile.jsp?property_id=66541))



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**Uploads**

The following pages contain the following uploads provided by the applicant:

Upload Name	File Name	Uploaded By	Uploaded Date
Management Team Resumes and Organization Chart	Oklahoma Dept of Libraries - PCC Application OrgChart.pdf	McVey, Susan	03/11/2010
Management Team Resumes and Organization Chart	Oklahoma Dept of Libraries - PCC Application Resumes.pdf	McVey, Susan	03/11/2010
Management Team Resumes and Organization Chart	Oklahoma Dept of Libraries - PCC Application Librarian Job Description.pdf	McVey, Susan	03/13/2010
Government and Key Partnerships	Oklahoma Dept of Libraries - PCC Application Letters of Commitment.pdf	McVey, Susan	03/13/2010
Government and Key Partnerships	Oklahoma Dept of Libraries - PCC Application - OK Governor's Letter.pdf	McVey, Susan	03/13/2010
Government and Key Partnerships	Oklahoma Dept of Libraries - PCC Application - Gates Foundation Letter.pdf	McVey, Susan	03/13/2010



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Government and Key Partnerships	Oklahoma Dept of Libraries - PCC Application - OK Secretary of State Letter.pdf	McVey, Susan	03/14/2010
Government and Key Partnerships	Oklahoma Dept of Libraries - PCC Application - Partner Letters.pdf	McVey, Susan	03/15/2010
Historical Financial Statements	Oklahoma Dept of Libraries - PCC Application - Historical Financial Cash Basis Financials 2007-09.pdf	McVey, Susan	03/12/2010
Public Center Detail	Oklahoma Dept of Libraries PCC Details Attachment.xls	McVey, Susan	03/13/2010
Detailed Budget	Okla Dept of Libraries - PCC-Detailed Budget.xls	McVey, Susan	03/13/2010
BTOP Certifications	Oklahoma Dept of Libraries - PCC Application - BTOP Certifications.pdf	McVey, Susan	03/13/2010
SF424 Budget (A or C)	Oklahoma Dept of Libraries - Form SF424A.pdf	McVey, Susan	03/13/2010



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SF424 B and D Assurances	Oklahoma Dept of Libraries - PCC Application - 424-B.pdf	McVey, Susan	03/13/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Supporting Quotes from Participating Libraries.pdf	McVey, Susan	03/13/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Library-Level Budget Detail.pdf	McVey, Susan	03/13/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - OK Species Report.pdf	McVey, Susan	03/13/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - LSTA Regulations Info.pdf	McVey, Susan	03/12/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - OK Budget Cuts Letter.pdf	McVey, Susan	03/12/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Implementation	McVey, Susan	03/12/2010





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	Timeline.pdf		
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - FWS Critical Habitat Mapper Down 3.8.10.pdf	McVey, Susan	03/12/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Library Screening Methodology.pdf	McVey, Susan	03/12/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Historic and Tribal Lands.pdf	McVey, Susan	03/13/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - FEMA Maps (3 Locations).pdf	McVey, Susan	03/11/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Oklahoma Protected Lands and BrownField.pdf	McVey, Susan	03/11/2010
Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Summary of Attachments.pdf	McVey, Susan	03/15/2010



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Supplemental Information	Oklahoma Dept of Libraries - PCC Application - Additional Letters of Support.pdf	McVey, Susan	03/14/2010

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. BTOP	11.557	\$	\$	2,333,250.00	\$ 1,019,812.00	\$ 3,353,062.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	2,333,250.00	\$ 1,019,812.00	\$ 3,353,062.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Non-Federal	(3)		
a. Personnel	\$ 181,618.00	\$ 58,382.00	\$	\$	\$ 240,000.00
b. Fringe Benefits	43,861.00	14,099.00			57,960.00
c. Travel	15,290.00	4,915.00			20,205.00
d. Equipment	147,749.00	47,492.00			195,241.00
e. Supplies	50,394.00	16,199.00			66,593.00
f. Contractual	168,377.00	180,603.00			348,980.00
g. Construction	0.00	0.00			0.00
h. Other	1,725,961.00	698,122.00			2,424,083.00
i. Total Direct Charges (sum of 6a-6h)	2,333,250.00	1,019,812.00	0.00	0.00	3,353,062.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 2,333,250.00	\$ 1,019,812.00	\$ 0.00	\$ 0.00	\$ 3,353,062.00

7. Program Income	\$	\$	\$	\$	\$ 0.00
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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. BTOP	\$ 0.00	\$ 0.00	\$ 1,019,812.00	\$ 1,019,812.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 1,019,812.00	\$ 1,019,812.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.BTOP	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

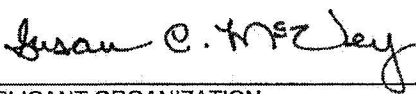
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Director	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Oklahoma Department of Libraries		March 12, 2010	

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**U.S. Department of Commerce**  
**Broadband Technology Opportunities Program**  
**Authentication and Certifications**

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1. I certify that I am the duly Authorized Organization Representative (AOR) of the applicant organization, and that I have been authorized to submit the attached application on its behalf.
2. I certify that I have examined this application, that all of the information and responses in this application, including certifications, and forms submitted, all of which are part of this grant application, are material representations of fact and true and correct to the best of my knowledge, that the entity(ies) that is requesting grant funding pursuant to this application and any subgrantees and subcontractors will comply with the terms, conditions, purposes, and federal requirements of the grant program; that no kickbacks were paid to anyone; and that a false, fictitious, or fraudulent statements or claims on this application are grounds for denial or termination of a grant award, and/or possible punishment by a fine or imprisonment as provided in 18 U.S.C. §1001 and civil violations of the False Claims Act.
3. I certify that the entity(ies) I represent has and will comply with all applicable federal, state, and local laws, rules, regulations, ordinances, codes, orders and programmatic rules and requirements relating to the project. I acknowledge that failure to do so may result in rejection or deobligation of the grant or loan award. I acknowledge that failure to comply with all federal and program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
4. I certify that the entity(ies) I represent has and will comply with all applicable administrative and federal statutory, regulatory, and policy requirements set forth in the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements ("DOC Pre-Award Notification"), published in the Federal Register on February 11, 2008 (73 FR 7696), as amended; DOC Financial Assistance Standard Terms and Conditions (Mar. 8, 2009); the Department of Commerce American Recovery and Reinvestment Act Award Terms (Apr. 9, 2009); and any Special Award Terms and Conditions that are included by the Grants Officer in the award.
5. I certify that any funds awarded to the entity(ies) I represent as a result of this application will not result in any unjust enrichment of such entity(ies) or duplicate any funds such entity(ies) receives under federal universal service support programs administered by the Universal Service Administrative Corporation (USAC).
6. I certify that the entity(ies) I represent has secured access to pay the 20% of total project cost or has petitioned the Assistant Secretary of NTIA for a waiver of the matching requirement.

March 12, 2010 \_\_\_\_\_  
Date

  
Authorized Organization Representative Signature

Susan C. McVey \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Director



## CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

### LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that 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 in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 section 1352, title 31, U.S. Code. 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 occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

### Statement for Loan Guarantees and Loan Insurance

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

In any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT

Oklahoma Department of Libraries

AWARD NUMBER AND/OR PROJECT NAME

5180 Get Connected @ Oklahoma Libraries

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Susan C. McVey, Director

SIGNATURE

*Susan C. McVey*

DATE

05/19/2010

## CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

### LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that 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 in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 section 1352, title 31, U.S. Code. 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 occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

**As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.**

NAME OF APPLICANT

Oklahoma Department of Libraries

AWARD NUMBER AND/OR PROJECT NAME

5180 Get Connected @ Oklahoma Libraries

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Susan C. McVey, Director

SIGNATURE

*Susan C. McVey*

DATE

05/19/2010

## MEMORANDUM

To: BTOP Program Staff  
National Telecommunications & Information Administration  
Department of Commerce

From: Name of Authorized Organization Representative (AOR):  
\_Vicki Lynne Mohr\_  
Legal Name of Applicant \_Oklahoma Department of Libraries\_  
EasyGrants ID \_5180\_

Memo Date: 05/26/10

Re: Revised Response to Questions 8 and 44 Included on BTOP  
Application Originally Submitted on 05/21/10

---

This memorandum documents our formal submission of a revised response to Question(s) 8 of our organization's BTOP application (EasyGrants ID 5180), as follows:

**Question 8: Other Applications**

*Please see the revised response below.*

An incorrect project title was provided for the State of Oklahoma's CCI BTOP application under "Other Applications" category. At the time of our PCC BTOP application submission, the title for Oklahoma's CCI BTOP application was not finalized. The project title is now known to be: "Oklahoma Community Anchor Network (OCAN)" not Oklahoma Knowledge and Innovation Network (OKAIN) as suggested in our original application

**Question 44: Budget Narrative**

*Please see the revised response below.*

As advised by Katherine Scott by phone 12:25 CDT 5/26/10, we do not need to answer this question as no numerical changes are needed in the budget narrative.



**Broadband Technology Opportunities Program  
Public Computer Centers Program – Sustainable Adoption Program**

<b>Submitted Date:</b> 6/2/2010 4:45:33 PM	<b>Easygrants ID:</b> 5180
<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> LIBRARIES, OKLAHOMA DEPARTMENT OF
<b>Task:</b> Submit Due Diligence - PCC Applications	<b>Applicant Name:</b> Ms. Susan McVey

**Uploads**

The following pages contain the following uploads provided by the applicant:

<b>Upload Name</b>
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation



**Broadband Technology Opportunities Program  
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<b>Submitted Date:</b> 6/2/2010 4:45:33 PM	<b>Easygrants ID:</b> 5180
<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> LIBRARIES, OKLAHOMA DEPARTMENT OF
<b>Task:</b> Submit Due Diligence - PCC Applications	<b>Applicant Name:</b> Ms. Susan McVey

Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation
Round 2 PCC Due Diligence Documentation

To preserve the integrity of the uploaded document, headers, footers and page numbers have not been added by the system

<b>Project Role</b>	<b>Name</b>	<b>Organization</b>	<b>City</b>	<b>Email Address</b>
Other	Morris, Jeff	City of Westville, Utility Department	Westville	jefferybmorris@hotmail.com
Other	Winn, Patsy	Westville Chamber of Commerce		pwinn@westville.k12.ok.us
Other	Burch, Debra	Duncan Chamber of Commerce	duncan	ccpres@duncanchamber.com
Other	Cole, Jan/SmithBlaineH	Association of South Central Oklahoma Governments	duncan	smith_bl@ascog.org
Other	Bates, Mita	Ardmore Tourism Authority		mbates@ardmore.org
Other	McKenzie, Treasure	Muskogee Chamber of Commerce		treasure@muskogeechamber.org
Other	Byrne, Sean	United Way of Enid & Northwest Oklahoma		sean.byrne@unitedwayenid.org
Other	Jacobs, Ronald	Big Five Community Service	Marietta	alronjac1@yahoo.com
Other	Urbanski, Holley	Altus Chamber of Commerce		holleyu@altuschamber.com
Other	Gramling, T.L.	City of Altus		mayor@cityofaltus.org
Other	Smith, Hope	Colonial Manor II	Hollis	colmanor2@pldi.net
Other	Copeland, Bob	City of Hollis		copebob@pldi.net
Other	Robinson, Ed	Hollis Public Schools I-66		erobinson@hollis.k12.ok.us
Other	Rivera, Julie	Jackson County Memorial Hospital	Altus	juliarivera@jcmh.com
Other	Williams, Debbie	Oklahoma Wondertorium	Stillwater	debbie.williams@okwondertorium.org
Other	Presley, Susie	BancFirst	Stillwater	susie@bancfirst.comorspresley@bancfirst.com
Other	Slagell, Roberta	Westcentral Oklahoma Literacy Coalition	Weatherford	wolcliteracy@yahoo.com
Other	Clonts, Deborah	Fields Aflame, Gospel Singing Group	Prague	wayneanddebbie@windstream.net
Other	Davis, Starland	City of Prague		cityofprague@yahoo.com
Other	Wade, Kay	Logan Council Economic Development Council	guthrie	kaywade@logancountyedc.com
Other	Smith, Dean	City of Eufaula	eufaula	mayordeansmith@sbcglobal.net
Other	Crowder, Ken	Delaware County District 1	Jay	delcohwy@groveemail.com
Other	Colbert, Timothy	Twentieth Judicial District	Sulphur	tim.colbert@oscn.net
Other	Waits, Faye	Department of Human Services	Muskogee	faye.waits@okdhs.org
Other	Waits, Faye	Department of Human Services	Muskogee	faye.waits@okdhs.org
Other	Franklin, Cheryl	Grove Sun		cheryl.franklin@grovesun.com
Other	Dollarhide, Lisa	Bank of Grove		ldollarhide@bankofgrove.com
Other	Batson, Ginger	First Muskogee Financial Corp.		gbatsonfnbmuskogee.com
Other	Axley, Linda	Adair County Health Department	Stillwell	axleyl@health.ok.gov
Other	Smith, Rebecca	Muskogee County EMS		rebeccas@mcems.us
Other	Pickens, Rickey	Consortium Against Substance Abuse	anadarko	r.pickens@hotmail.com
Other	Caveny, Lisette	Wagoner Literacy Group	wagoner	wlitgroup@yahoo.com
Other	Bean, Pam	Ardmore Middle School		pbean@ardmore.k12.ok.us
Other	Smith, Jeannette	Eufaula Public Schools		jfsmith@eufaula.k12.ok.us

Project Role	Name	Organization	City	Email Address
Other	Dozier, Renae	Grove High School		rdozier@ridgerunners.net
Other	Van Kirk, Eileen	Muskogee Youth Coalition		evankirk@muskogeeeparks.org
Other	Toews, Dennis	Murray State College	Tishimingo	dennistoews@hotmail.com
Other	Ballard, Gerri	Oklahoma Cooperative Extension Service	Ardmore	gerri.a.ballard@okstate.edu
Other	McElroy, Tim	Northeastern State University Muskogee Campus	muskogee	mcelroyt@nsuok.edu
Other	Holton, Kerry	Delaware Nation	anadarko	kholtan@delawarenation.com
Other	Manning, Kerry	Southern Workforce Board	durant	kmanning@bigfive.org
Other	Walters, Kara	United Red Cross; Logan County Chapter	guthrie	kwalters@logancountyredcross.org
Other	Duran, Anna	Jefferson County Turning Point Coalition/located at Jefferson County Health Dept./107.E. Anderson Ave. Waurika, Ok 73573	waurika	annad@health.ok.gov
Other	Robertson, Nanette	Eastern Workforce Investment Board	muskogee	nrobertson@easternwib.com
Other	Reimer, Rick	Northeast Technology Center	Claremore	rick.reimer@netech.edu
Other	Stone, Melynda	Volunteers for Youth...because they're worth it!	Claremore	palmentoring@yahoo.com
Other	Kirk, Marcella	Jefferson County Health Department	waurika	marcellk@health.ok.gov
Other	Rigney, Margaret	Connors State College	Muskogee	mrigney@connorsstate.edu
Other	Hardaway, Ryan	Bacone College	muskogee	hardaway@bacone.edu
Other	Matheson, Mark	Oklahoma Rural Water Association	Wagoner	mmatheson@okruralwater.org
Other	Long, Bryan	City of Lawton	lawton	blong@cityof.lawton.ok.us
Other	Ray, Sarah	Waurika Volunteer Ambulance	waurika	waurikaems@yahoo.com
Other	Harrell, Kathy	Carl Albert State College	Sallisaw	kharrell@carlalbert.edu
Other	Manatowa-Bailey, Jacob	Sac and Fox Nation	Stroud/Shawnee	no email
Other	Henry, Brad	State of Oklahoma	Ok	paul.sund@gov.ok.gov
Other	Sparkman, Ron	Inter Tribal Council	Miami	no email



## **Oklahoma Department of Libraries**

### **Purchasing Procedures**

#### **Policy**

The Oklahoma Department of Libraries Director and Certified Procurement Officer(s) shall comply with provisions of the Oklahoma Central Purchasing Act, State Use Committee, State P/Card Procedures, other statutory provisions and rules of the Purchasing Division for Agency acquisitions. Except as hereinafter provided, all contractual services, supplies, materials and equipment which are to be used, consumed, or spent by the Agency in performance of its official functions, shall be made in conformance with this policy and paid with Agency funds.

#### **Needs Assessment**

Through the budget process, each sub-activity division shall submit any unusual requests for changes to the base budget in order to have the requests evaluated and incorporated into the Budget Request. The Director shall recommend the Budget Request to the Oklahoma Department of Libraries Board for approval. Purchases shall be made based upon the approved budget. The Director or Deputy Director shall approve any deviations from the budget before the purchase is made and an internal budget transfer is completed.

#### **Funding**

Funding for acquisition shall be determined in accordance with approved budget work program allocations. The Director or Deputy Director shall approve unexpected acquisitions needed as a result of special circumstances, before the purchase is made and an internal budget transfer is completed.

#### **Records Retention**

- a. The Agency shall retain records for each acquisition and contract in accordance with OAC: 580:15-6-4.
- b. The Agency shall retain purchasing records in the Fiscal division. The records shall include justification for the purchase, supporting documents and related information, purchasing contracts, evaluations and written reports.
- c. The Agency shall make records for each purchase available for review by the State Purchasing Director or a designated audit team performing an audit of the Agency's purchases.

#### **Department audit responsibilities**

- a. Acquisition records shall be made available for audit by the Department of Central Services Audit Division and the State Auditor and Inspector audit team.
- b. The Agency shall provide workspace for the audit team.
- c. The Agency shall provide records for all purchases during the time period that the audit team specifies.
- d. The Agency's Certified Procurement Officer shall be available to assist the audit team.

#### **Penalties for noncompliance of purchasing procedures**

- a. The Director of Central Services may require retraining of the Agency's procurement officers.
- b. The Director of Central Services may reduce the purchasing competitive bid limit.



- c. The Director of Central Services may transmit written findings of noncompliance to the State Auditor and Inspector for further investigation.
- d. If the Director of Central Services reasonably believes any purchase reported by the State Purchasing Director constitutes a criminal violation of the Oklahoma Central Purchasing Act by Agency employees, the Certified Procurement Officer or vendor, the Director of Central Services shall transmit the report to the Attorney General for investigation.

#### State Use Committee

If a product or service required by the Agency is included in the State Use Committee procurement schedule, the Certified Procurement Officer shall secure the product or service from a qualified nonprofit agency providing employment to people with severe disabilities, providing the product or service is available within the period required (see 74 O.S., § 3001 et seq.)

#### Statewide Contracts

- a. If the product or service required is on a **mandatory** statewide contract, the Certified Procurement Officer shall purchase the product or service from that contract regardless of price. The Agency may submit a written request to the State Purchasing Director to waive requirements to use a mandatory statewide contract. This request shall be given to the Certified Procurement Officer to document and process. No purchases off statewide contracts will be allowed prior to a waiver issued by the State Purchasing Director. A requisition form is required.
- b. If the product or service required is on a **non-mandatory** statewide contract, the product or service may be purchased from the contract, but it is not required. A requisition form is required for statewide contracts. Employees should check the state contract price with other vendor prices to insure that they are recommending the lowest priced product or service.
- c. If the product or service required is on a **mandatory/non-mandatory** statewide contract, the Certified Procurement Officer will purchase the product or service from the mandatory portion of the contract. A requisition form is required.

#### OCI (Oklahoma Correctional Industries)

- a. If OCI can provide a comparable product or service, at a competitive price in a reasonable amount of time, the product or service must be purchased from OCI (57 O.S., § 549.1 et seq.)
- b. If the product or service is available from the State Use Committee procurement schedule and from OCI, the Agency shall make the purchase from the State Use Committee procurement schedule.

#### Purchases not exceeding \$5,000.

- a. After verifying the product or service cannot be supplied by the State Use Committee procurement schedule or Mandatory Statewide Contracts, the Certified Procurement Officer shall make purchases that are fair and reasonable up to \$5,000.
- b. If the estimated price for the product or service is close to \$5,000, the Certified Procurement Officer must get competitive quotes to insure compliance with the law.

**Procedures for purchases exceeding \$5,000 and not exceeding \$10,000.**

- a. After receiving approval from the Division Supervisor for a product or service, a supply or equipment request form shall be submitted to the Certified Procurement Officer. A list of suggested vendors may accompany the request, if known.
- b. The Certified Procurement Officer shall determine if the purchase is available from a mandatory statewide contract or State Use Committee procurement schedule. If the acquisition is available using one of these methods, the Certified Procurement Officer shall make the purchase from the supplier specified by the State Purchasing Division.
- c. The Certified Procurement Officer shall make the purchase from OCI if the product or service is lowest and best.
- d. The Certified Procurement Officer shall determine if the purchase is available from a non mandatory statewide contract. If the acquisition is available from a non mandatory statewide contract, the Certified Procurement Officer shall note the price of the acquisition on the contract and determine if that price exceeds the purchase price the Agency could pay in an open market purchase.
- e. If the acquisition is not available from these sources, the Certified Procurement Officer shall make an open market acquisition.
- f. The Certified Procurement Officer shall select vendors from the following: 1) vendors recommended by the Division requesting the purchase, or 2) vendors from the state's vendor list. An acquisition for professional or non-professional services must include statutory language required by the Oklahoma Central Purchasing Act as a term of the requisition or contract and must be signed by the chief administrative officer of the agency or the chief administrative officer of the requisitioning unit certifying compliance with the Act.
- g. The Certified Procurement Officer shall solicit three (3) telephone, e-mail or fax price quotations and delivery dates from the vendors which may be selected from the registered supplier list in the appropriate commodity classification compiled by the State Purchasing Division and made available to state agencies. The selection of suppliers shall be rotated. Suppliers that have been suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission or the Federal government shall not be solicited. The price quotations shall be in writing and documented by the Certified Procurement Officer. When an acquisition is competitively solicited, each vendor is required to return a completed non-collusion sworn statement (DCS/Purchasing Form 004) to the state agency pursuant to 74 O.S. § 85.22 with their solicitation response.
- h. Once the Certified Procurement Officer has selected the "lowest and best" or "best value" vendor, the Certified Procurement Officer shall send the successful vendor the contract with terms and conditions and shall issue the purchase order.
- i. When the employee receives the product or service from the vendor, if a packing list/invoice is included, he/she shall mark on the packing list/invoice "received" after inspection. The employee shall initial and date to show receipt and forward the invoice or packing slip to Fiscal Services for payment.
- j. The maximum amount a contract can be increased is 10% of the original total contract amount. A written justification for the increase shall be submitted to the

Certified Procurement Officer **prior** to receiving the additional product or having additional work done.

- k. Employees shall not separate purchases of a total project or service into individual components for the purpose of evading the requirement of competitive bidding. (split purchasing)

**Procedure for purchases exceeding \$10,000 and not exceeding \$25,000.**

- a. After receiving approval from the Division Supervisor for a product or service, the requester shall submit a supply or equipment request form to the Certified Procurement Officer. A list of suggested vendors may accompany the request, if known.
- b. The Certified Procurement Officer shall determine if the purchase is available from a mandatory statewide contract or a State Use Committee procurement schedule. If the acquisition is available using one of these methods, the Certified Procurement Officer shall make the purchase from the supplier specified by the State Purchasing Division.
- c. The Certified Procurement Officer shall determine if the purchase is available from a non-mandatory statewide contract or Oklahoma Correctional Industries. If the acquisition is available from a non mandatory statewide contract or Oklahoma Correctional Industries, the Certified Procurement Officer shall note the price of the acquisition on the contract and determine if that price exceeds the purchase price the Agency could pay in an open market acquisition.
- d. If the acquisition is not available from the above sources, the Certified Procurement Officer shall make an open market acquisition. An acquisition for professional or non-professional services must include statutory language required by the Oklahoma Central Purchasing Act as a term of the requisition or contract and must be signed by the chief administrative officer of the agency or the chief administrative officer of the requisitioning unit certifying compliance with the Act.
- e. The Certified Procurement Officer shall select ten (10) or more vendors from the following: 1) selected vendors recommended by the Division requesting the purchase, or 2) vendors from the state's vendor list.
- f. The Certified Procurement Officer shall solicit from a minimum of ten (10) vendors from the appropriate commodity classification from the registered supplier list compiled by the State Purchasing Division and made available to state agencies. The selection of suppliers shall be rotated. Suppliers that have been suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission or the Federal government shall not be solicited. The vendors will be notified of the solicitation using mail, e-mail or fax. The Certified Procurement Officer shall set a reasonable closing date. The Certified Procurement Officer shall include a non collusion certification (DCS/Purchasing Form 004) with the solicitation information. (pursuant to 74 O.S., § 85.22).
- g. Vendor(s) shall submit their solicitation response to the Agency in person or by mail. Vendor(s) shall submit the completed non collusion certification with their response. The Certified Procurement Officer shall receive the response and non collusion certification by closing date, as evidenced by a date received stamp.
- h. The Certified Procurement Officer and the requesting Division shall select the "lowest and best" or "best value" bid.

- i. The Certified Procurement Officer shall notify the successful vendor by mailing or faxing a contract purchase order.
- j. After the requesting Division receives the product or service from the vendor, the receiving employee after inspection, shall initial and date the invoice or packing slip to indicate when the product or service was received. The employee shall then forward the invoice or packing slip to Fiscal Services for payment.
- k. The maximum amount a contract can be increased is **10%** of the original total contract amount. A written justification for the increase shall be submitted to the Certified Procurement Officer **prior** to receiving the additional product or having additional work done. (pursuant to 74 O.S., § 85.7.A.2; 74 O.S., § 85.4.E.3(c); 74 O.S., § 85.7.A.14(b); OAC 580:15-6-17(1)(A)(iv); and OAC 580:15-6-11(c))
- l. Employees **shall not** separate purchases of a total project or service into individual components for the purpose of evading the requirement of competitive bidding (split purchasing).

**Procedure for purchases exceeding \$25,000 and not exceeding \$50,000.**

- a. After receiving approval from the Division Supervisor for a product or service, the requester shall submit a supply or equipment request form to the Certified Procurement Officer. A list of suggested vendors may accompany the request, if known.
- b. The Certified Procurement Officer shall determine if the purchase is available from a mandatory statewide contract or a State Use Committee procurement schedule. If the acquisition is available using one of these methods, the Certified Procurement Officer shall make the purchase from the supplier specified by the State Purchasing Division.
- c. The Certified Procurement Officer shall determine if the purchase is available from a non-mandatory statewide contract or Oklahoma Correctional Industries. If the acquisition is available from a non mandatory statewide contract or Oklahoma Correctional Industries, the Certified Procurement Officer shall note the price of the acquisition on the contract and determine if that price exceeds the purchase price the Agency could pay in an open market acquisition.
- d. If the acquisition is not available from the above sources, the Certified Procurement Officer shall make an open market acquisition. An acquisition for professional or non-professional services must include statutory language required by the Oklahoma Central Purchasing Act as a term of the requisition or contract and must be signed by the chief administrative officer of the agency or the chief administrative officer of the requisitioning unit certifying compliance with the Act.
- e. The Certified Procurement Officer shall select all known vendors from the following: 1) selected vendors recommended by the Division requesting the purchase, or 2) vendors from the state's vendor list.
- f. The Certified Procurement Officer shall solicit from all vendors from the appropriate commodity classification from the registered supplier list compiled by the State Purchasing Division and made available to state agencies. The selection of suppliers shall be rotated. Suppliers that have been suspended or debarred by the State Purchasing Director, the Oklahoma Tax Commission or the Federal government shall not be solicited. The vendors will be notified of the solicitation using mail, e-mail or fax. The Certified Procurement Officer shall set a reasonable closing date. The Certified Procurement Officer shall include a non collusion



certification (DCS/Purchasing Form 004) with the solicitation information. (pursuant to 74 O.S., § 85.22).

- g. Vendor(s) shall submit their solicitation response to the Agency in person or by mail. Vendor(s) shall submit the completed non collusion certification with their response. The Certified Procurement Officer shall receive the response and non collusion certification by closing date, as evidenced by a date received stamp.
- h. The Certified Procurement Officer and the requesting Division shall select the "lowest and best" or "best value" bid.
- i. The Certified Procurement Officer shall notify the successful vendor by mailing or faxing a contract purchase order.
- j. After the requesting Division receives the product or service from the vendor, the receiving employee after inspection, shall initial and date the invoice or packing slip to indicate when the product or service was received. The employee shall then forward the invoice or packing slip to Fiscal Services for payment.
- k. The maximum amount a contract can be increased is **10%** of the original total contract amount. A written justification for the increase shall be submitted to the Certified Procurement Officer **prior** to receiving the additional product or having additional work done. (pursuant to 74 O.S., § 85.7.A.2; 74 O.S., § 85.4.E.3(c); 74 O.S., § 85.7.A.14(b); OAC 580:15-6-17(1)(A)(iv); and OAC 580:15-6-11(c))
- l. Employees **shall not** separate purchases of a total project or service into individual components for the purpose of evading the requirement of competitive bidding (split purchasing).

#### **Multi-year contracts**

The Department may establish multi-year contracts up to five years if the total amount for each year does not exceed \$50,000. The procedures for purchasing between \$10,000 and \$50,000 shall be followed. The contract shall be written for a 12 month period, with the option to renew for up to four additional years.

#### **Procedures for purchases exceeding \$50,000**

- a. Products and services with an estimated cost of over \$50,000 shall be sent to Central Purchasing to bid the requisition, award the purchase order and process change orders after contract award.
- b. After receiving Division Supervisor's approval to purchase the product or service, the requestor shall submit a supply or equipment request form to the Certified Procurement Officer. A list of suggested vendors if known may accompany the request. A People Soft Requisition form is used.
- c. If the request is for a Sole Source or Sole Brand, the purchase must be justified on the Sole Source/Sole Brand Acquisition Certification. The Sole Source/Sole Brand Acquisition Certification shall be signed by the Agency Director. The Certified Procurement Officer shall comply with the reporting requirements of OAC:580:15-6-13 (b) (7).
- d. The maximum amount a contract can be increased is **10%** of the original total contract amount. A written justification for the increase shall be submitted to the Certified Procurement Officer **prior** to receiving the additional product or having additional work done. (In accordance with to 74 O.S., § 85.7.A.2; 74 O.S., § 85.4.E.3(c); 74 O.S., § 85.7.A.14(b); OAC 580:15-6-17(1)(A)(iv); and OAC 580:15-6-11(c)).

- e. Requesting Divisions shall not separate portions of a total project or service into individual components for the purpose of evading the requirement of competitive bidding (split purchasing).

**Sole Source/Sole Brand acquisitions exceeding \$5,000 and not exceeding \$50,000.**

- a. After the Division Supervisor approves a request to purchase a product or service, the requester shall complete a supply or equipment request form and a sole source certification. These forms shall be signed by the Agency Director and submitted to the Certified Procurement Officer.
- b. If the Certified Procurement Officer determines that no other vendors can supply the purchase, the Agency Director shall sign the sole source certification. The Certified Procurement Officer will then issue a purchase order.
- c. The Certified Procurement Officer shall comply with the reporting requirements of 74 O.S. § 85.45j.A.8 & 9.B.

**Building and Remodeling**

- a. Projects that include **labor** shall require three (3) bids. The Division Supervisor or designated staff in charge of the project may get the three (3) bids.
- b. The Division Supervisor shall submit to the Certified Procurement Officer a People Soft Requisition with the three (3) bids attached. The Certified Procurement Officer will process the requisition to Construction and Properties to award the purchase order to the lowest bidder.
- c. Contracts with Construction and Properties can be increased 15% on contracts of \$1,000,000 or less and 10% on contracts over \$1,000,000 of the original total contract amount. (pursuant to Title 61 O.S. § 121A, 121B & 121H) A written justification for the increase shall be submitted to the Certified Procurement Officer.

**Emergency Purchases not exceeding \$100,000.**

- a. Any emergency acquisition or contract shall be approved by the Agency Director. The Division Supervisor shall submit in writing to the Certified Procurement Officer the facts and circumstances giving rise to the emergency.
- b. The Agency Director shall direct the Certified Procurement Officer to either make the emergency purchase from the selected vendor or follow the purchasing procedures in the previous sections. The Agency must submit a requisition to the State Purchasing Director within five (5) days following the purchase with a statement of the emergency.

**Contract Monitoring and Evaluation**

Contracts shall be monitored and evaluated by the project leader awarding the contract. The project leader shall work closely with the Business Manager to ensure that no cost overruns occur and that goods and services are obtained in accordance with proper state procedures.

**Purchase Cards**

- a. All purchase card acquisitions of the Department of Libraries shall comply with the provisions of the State of Oklahoma Purchase Card Procedures as issued by the Department of Central Services, Central Purchasing Division.

- b. The Agency shall retain records for each acquisition and contract in accordance with State of Oklahoma Purchase Card Procedures 5.6.

**Trade-In of Equipment**

The Agency may use State Agency items of equipment as 'trade-in' when making a like acquisition with prior written approval of the State Purchasing Director. Fair market value shall be determined and that amount may be used to offset cost of the new item. The Director of Central Purchasing may assist on determination of fair market value of an item.

**Summary of required forms**

**People Soft Requisition** –Complete this form for OCI Contracts and Purchases over \$5,000 or for Construction & Properties projects which include labor with an estimated cost of \$750 and above.

**Sole Source/Sole Brand Acquisition Certification** –Required when making a purchase for a product or service for amounts over \$5,000 that is original to that vendor or brand and can not be purchased anywhere else. This form is signed by the Agency Director.

**Telephone Bid Form** – Should be completed for purchases exceeding \$5,000, but not exceeding \$10,000. Maintain a copy for the file.

**Division supply or equipment request form.** Original Division request forms--may require additional supporting forms.

KH 08-01-08  
KG 10-15-2008  
KH 10-23-2008  
KH 8-26-09  
Kg 9-22-2009  
KH 9-24-2009

**Hearts for Hearing Zip Code coverage, patients, Internet speeds, and libraries within those zip codes:**

**Due Diligence (question 8a addendum)**

**Oklahoma City Metro (central)**

<b>730</b> (185)	<b>731</b> (256)	<b>748</b> (29)
Purcell (45mbps)		Shawnee (100mbps)
Sulphur (30mbps)		Prague (4.62mbps)
Anadarko (45mbps)		
El Reno (45mbps)		
Guthrie (100mbps)		

**Tulsa (North East)**

<b>740</b> (63)	<b>741</b> (33)	<b>743</b> (12)	<b>744</b> (15)	<b>746</b> (13)
Pawhuska (45mbps)		Pryor (100mbps)	Eufaula (45mbps)	Ponca City (200mbps)
Stillwater (100mbps)		Miami (45mbps)	Muskogee (100mbps)	
Claremore (100mbps)		Grove (45mbps)	Okmulgee (45mbps)	
Bartlesville (45mbps)			Tahlequah (45mbps)	
Sapulpa (100mbps)			Wagoner (45mbps)	
Cleveland (30 mbps)				

**Enid Metro (North West)**

<b>736</b> (10)	<b>737</b> (31)	<b>738</b> (11)	<b>739</b> (5)
Clinton (100mbps)	Fairview (45mbps)	Woodward (45mbps)	Guymon (45mbps)
	Cherokee (4.62mbps)		
	Watonga (4.62mbps)		
	Enid (45mbps)		

**Southwestern**

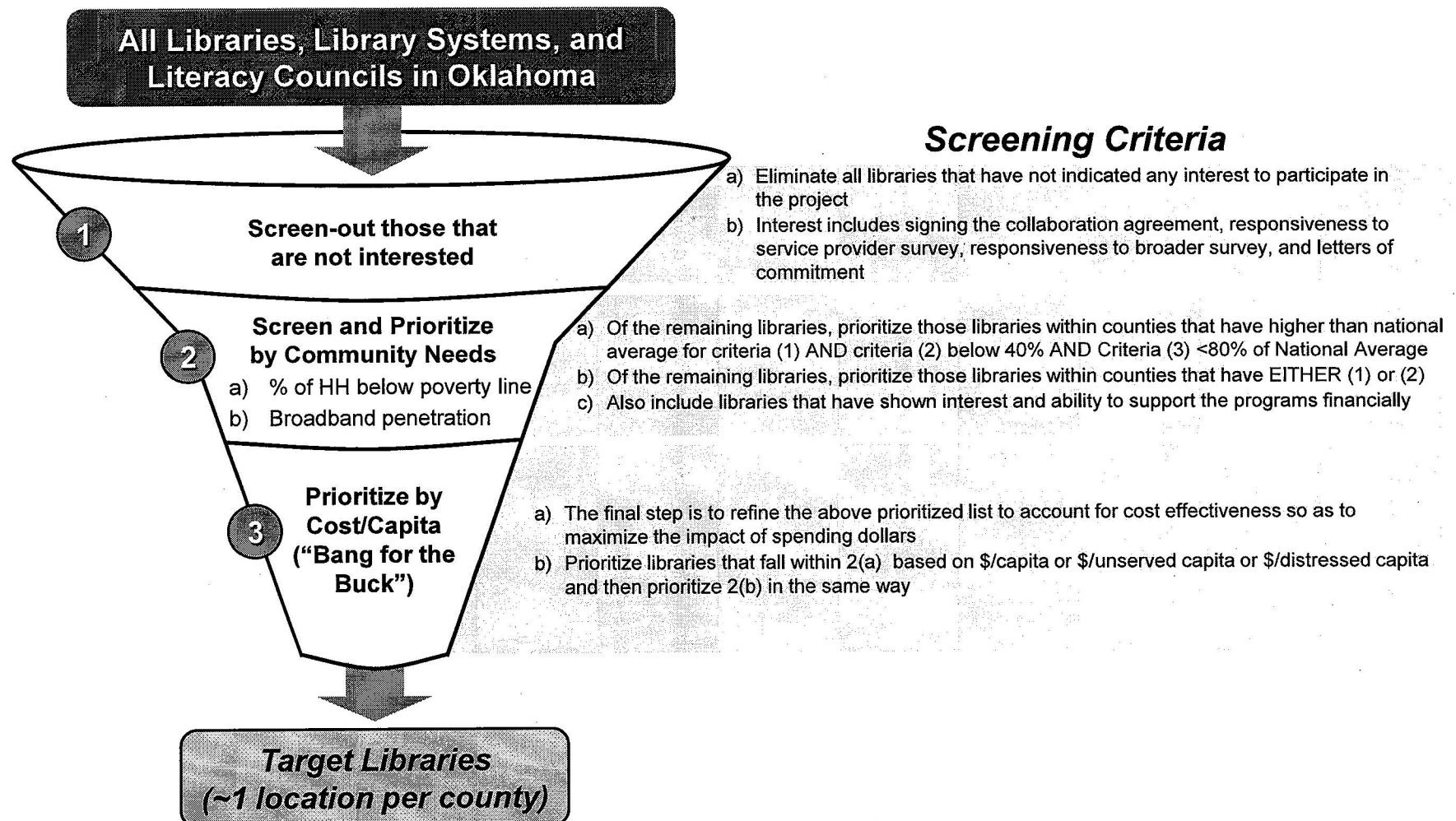
<b>734</b> (10)	<b>735</b> (15)
Ardmore (100mbps)	Grandfield (4.62mbps)
Tishomingo (20mbps)	Lawton (100mbps)
Marietta (10mbps)	Walters (4.62mbps)
	Duncan (45mbps)
	Hollis (30mbps)
	Altus (45mbps)
	Waurika (4.62mbps)

**Southeastern**

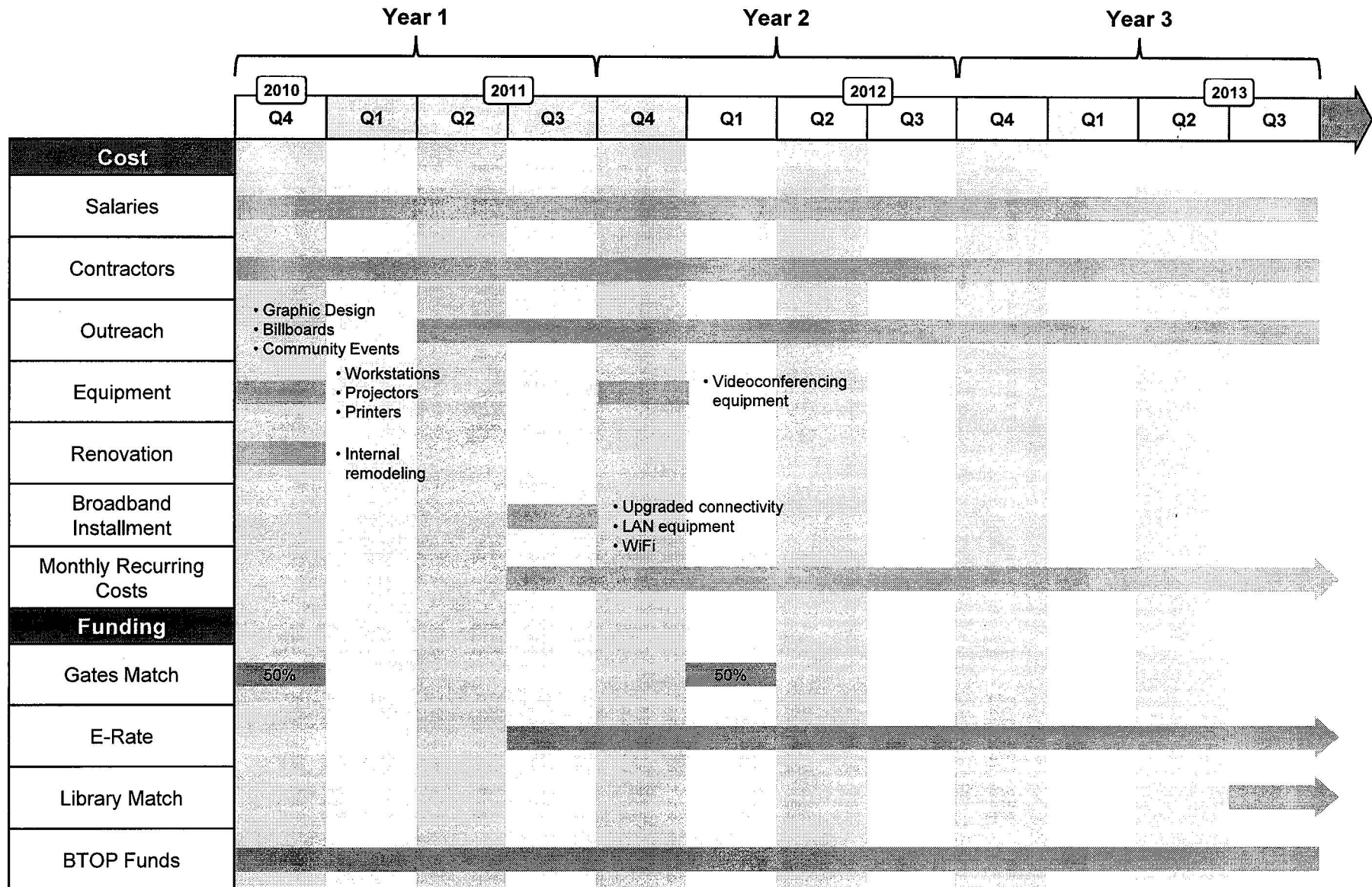
<b>745</b> (11)	<b>747</b> (5)	<b>749</b> (6)
Atoka (30mbps)	Durant (100mbps)	Westville (45mbps)
		Sallisaw (50mbps)



# The libraries selected in the grant application were based on a metrics based approach



# Oklahoma BTOP Funding Timeline



# Quarterly Budget

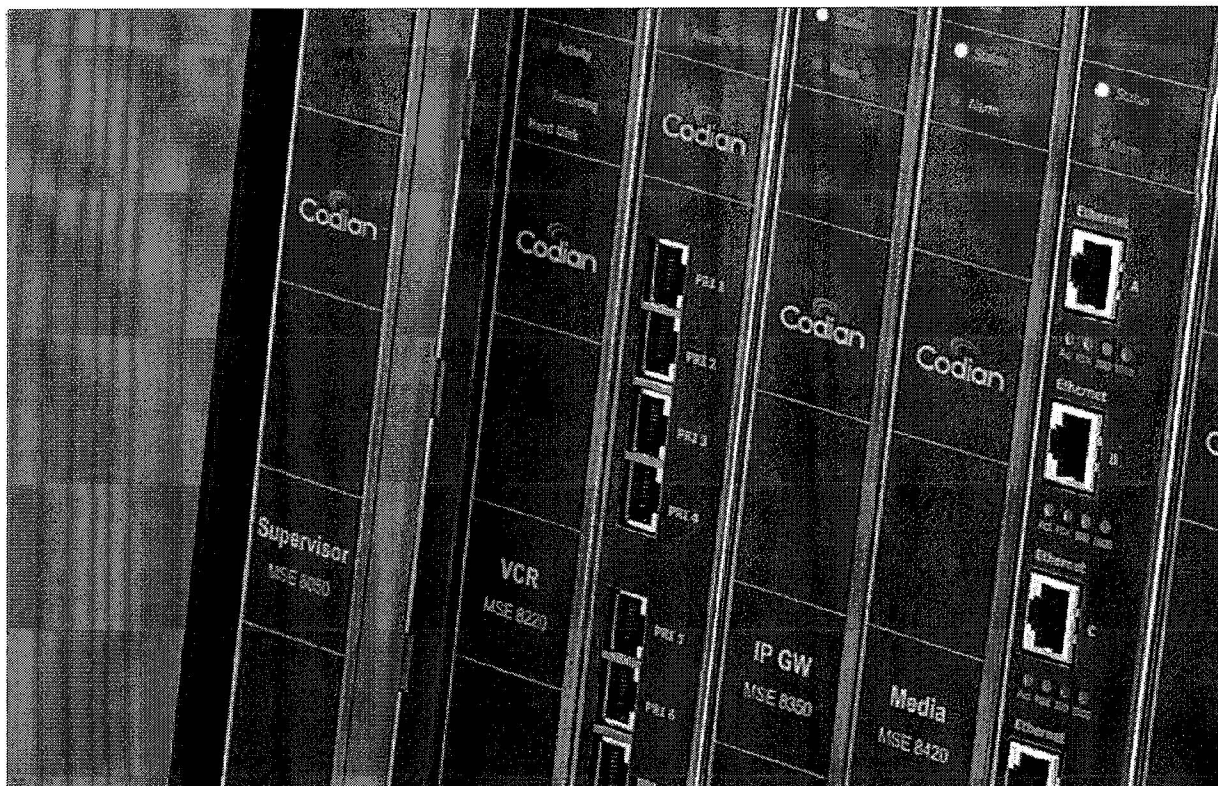
	Year 1				Year 1 Total	Year 2				Year 2 Total	Year 3				Year 3 Total	Total
	Q4 2010	Q1 2011	Q2 2011	Q3 2011	Year 1 Total	Q4 2011	Q1 2012	Q2 2012	Q3 2012	Year 2 Total	Q4 2012	Q1 2013	Q2 2013	Q3 2013	Year 3 Total	3-Year Total
<b>Pre-Application</b>																
ODL Pre Application-Support	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
CSMG Consulting Fee Fee	\$116,663	\$0	\$0	\$0	\$116,663	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$116,663
<b>Salaries</b>																
<b>Project Implementation Director</b>																
Salary	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000	\$90,000
Benefits	\$1,811	\$1,811	\$1,811	\$1,811	\$7,245	\$1,811	\$1,811	\$1,811	\$1,811	\$7,245	\$1,811	\$1,811	\$1,811	\$1,811	\$7,245	\$21,735
Travel and Expenses	\$561	\$561	\$561	\$561	\$2,245	\$561	\$561	\$561	\$561	\$2,245	\$561	\$561	\$561	\$561	\$2,245	\$6,735
<b>Grant Fiscal Administrator and Reporting Manager</b>																
Salary	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000	\$7,500	\$7,500	\$7,500	\$7,500	\$30,000	\$90,000
Benefits	\$1,811	\$1,811	\$1,811	\$1,811	\$7,245	\$1,811	\$1,811	\$1,811	\$1,811	\$7,245	\$1,811	\$1,811	\$1,811	\$1,811	\$7,245	\$21,735
Travel and Expenses	\$561	\$561	\$561	\$561	\$2,245	\$561	\$561	\$561	\$561	\$2,245	\$561	\$561	\$561	\$561	\$2,245	\$6,735
<b>Training Coordinator</b>																
Salary	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	\$5,000	\$5,000	\$5,000	\$5,000	\$20,000	\$60,000
Benefits	\$1,208	\$1,208	\$1,208	\$1,208	\$4,830	\$1,208	\$1,208	\$1,208	\$1,208	\$4,830	\$1,208	\$1,208	\$1,208	\$1,208	\$4,830	\$14,490
Travel and Expenses	\$561	\$561	\$561	\$561	\$2,245	\$561	\$561	\$561	\$561	\$2,245	\$561	\$561	\$561	\$561	\$2,245	\$6,735
<b>Contractors</b>																
<b>Technical Support</b>																
Hourly Site Visits	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000	\$15,000	\$15,000	\$15,000	\$15,000	\$60,000	\$180,000
Travel to Site Visits	\$3,333	\$3,333	\$3,333	\$3,333	\$13,333	\$3,333	\$3,333	\$3,333	\$3,333	\$13,333	\$3,333	\$3,333	\$3,333	\$3,333	\$13,333	\$40,000
E-Rate Manager and Coordinator	\$15,810	\$15,810	\$15,810	\$15,810	\$63,240	\$15,810	\$15,810	\$15,810	\$15,810	\$63,240	\$0	\$0	\$0	\$0	\$0	\$126,480
<b>Outreach</b>																
Graphic Design	\$0	\$0	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$0	\$2,739	\$2,739	\$2,739	\$2,739	\$10,956	\$66,593
Printing	\$0	\$0	\$7,019	\$7,019	\$14,037	\$10,400	\$10,400	\$10,400	\$10,400	\$41,600	\$0	\$0	\$0	\$0	\$0	\$0
Partnership Meetings	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Billboards	\$0	\$0	\$5,700	\$5,700	\$11,400	\$3,800	\$3,800	\$3,800	\$3,800	\$15,200	\$0	\$0	\$0	\$0	\$0	\$28,600
Rodeo Events	\$0	\$0	\$0	\$3,600	\$3,600	\$0	\$0	\$0	\$3,600	\$3,600	\$0	\$0	\$0	\$3,600	\$3,600	\$10,800
<b>State-Level Equipment</b>																
<b>Hardware</b>																
Video Conferencing	\$0	\$0	\$0	\$0	\$0	\$195,241	\$0	\$0	\$0	\$195,241	\$0	\$0	\$0	\$0	\$0	\$195,241
Upfront Costs	\$0	\$0	\$0	\$0	\$0	\$195,241	\$0	\$0	\$0	\$195,241	\$0	\$0	\$0	\$0	\$0	\$195,241
<b>Library Level User Hardware and Software</b>																
<b>Hardware and Setup</b>																
Laptops	\$373,100	\$0	\$0	\$0	\$373,100	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$373,100
Desktops	\$46,800	\$0	\$0	\$0	\$46,800	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$46,800
Lending Laptops	\$8,450	\$0	\$0	\$0	\$8,450	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,450
Projectors	\$4,362	\$0	\$0	\$0	\$4,362	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,362
Printers	\$3,856	\$0	\$0	\$0	\$3,856	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,856
Room-Based Video Conf.	\$0	\$0	\$0	\$0	\$0	\$737,100	\$0	\$0	\$0	\$737,100	\$0	\$0	\$0	\$0	\$0	\$737,100
Desktop-Based Video Conf. Bundle	\$0	\$0	\$0	\$0	\$0	\$66,152	\$0	\$0	\$0	\$66,152	\$0	\$0	\$0	\$0	\$0	\$66,152
Carrels	\$18,853	\$0	\$0	\$0	\$18,853	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,853
<b>Construction and Room Upgrades</b>																
Talequah	\$38,000	\$0	\$0	\$0	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$38,000
Shawnee	\$65,000	\$0	\$0	\$0	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$65,000
Miami	\$14,050	\$0	\$0	\$0	\$14,050	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,050
Sillwater	\$5,500	\$0	\$0	\$0	\$5,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,500
<b>Connection Costs</b>																
<b>Library Level</b>																
<b>One Time Costs</b>																
WiFi	\$0	\$0	\$0	\$8,551	\$8,551	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$8,551
Terminating Router	\$0	\$0	\$0	\$399,245	\$399,245	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$399,245
Firewall	\$0	\$0	\$0	\$25,578	\$25,578	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25,578
24 Port Switch	\$0	\$0	\$0	\$12,204	\$12,204	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$12,204
48 Port Switch	\$0	\$0	\$0	\$3,978	\$3,978	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,978
<b>Recurring Costs</b>																
BTOP-Funded Connectivity MRC	\$0	\$0	\$0	\$26,669	\$26,669	\$26,669	\$26,669	\$26,669	\$26,669	\$106,674	\$26,669	\$26,669	\$26,669	\$26,669	\$80,006	\$213,348
Library Incremental MRC	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$26,669	\$26,669	\$26,669
<b>Cost Summary</b>																
Total Project Cost	\$753,291	\$60,657	\$75,876	\$553,201	\$1,442,024	\$1,199,630	\$101,526	\$101,526	\$105,126	\$1,507,807	\$173,867	\$74,255	\$74,255	\$77,855	\$400,231	\$3,353,062
% of Total Project Funds Spent	22.5%	1.8%	2.3%	16.5%	43.1%	35.8%	3.0%	3.0%	3.1%	45.0%	5.2%	2.2%	2.2%	2.3%	11.9%	100.0%
<b>Matching Funds</b>																
Direct Match	\$132,473	\$15,810	\$15,810	\$15,810	\$179,903	\$15,810	\$15,810	\$15,810	\$15,810	\$63,240	\$0	\$0	\$0	\$26,669	\$26,669	\$269,812
General Match	\$93,750	\$93,750	\$93,750	\$93,750	\$375,000	\$93,750	\$93,750	\$93,750	\$93,750	\$375,000	\$0	\$0	\$0	\$0	\$0	\$750,000
Total Match	\$226,223	\$109,560	\$109,560	\$109,560	\$554,903	\$109,560	\$109,560	\$109,560	\$109,560	\$438,240	\$0	\$0	\$0	\$26,669	\$26,669	\$1,019,812
					54.4%					43.0%					2.6%	
<b>Cash Needs</b>																
BTOP Request					\$890,121					\$1,069,567					\$373,562	\$2,333,250
% of BTOP Funds Spent					38.1%					45.8%					16.0%	

Part Number	Qty.	Product Description	MSRP	MSRP Ext.	Budget Cost	Budget Ext.	
19800B2	0	TANDBERG Codian MSE 8000 Media Services Chassis	\$ 50,800.00	\$ -	\$ 38,100.00	\$ -	
198510	1	TANDBERG Codian 8510 Media blade	\$ 103,900.00	\$ 103,900.00	\$ 77,925.00	\$ 77,925.00	
198510PL	20	TANDBERG Codian 8510 HD Port License	\$ 4,400.00	\$ 88,000.00	\$ 3,300.00	\$ 66,000.00	
19800B2	0	MSE 8000 Service & Support	\$ 4,600.00	\$ -	\$ 3,683.00	\$ -	
198510V04	1	8510 Media Blade Service & Support	\$ 10,300.00	\$ 10,300.00	\$ 8,294.00	\$ 8,294.00	this is a per year charge
198510PLV04	20	8510 Port License Service & Support	\$ 240.00	\$ 4,800.00	\$ 220.00	\$ 4,400.00	this is a per year charge
198000B2V07D	0	MSE 8000 On-site Installation	\$ 2,620.00	\$ -	\$ 2,500.00	\$ -	
198510V07D	0	8510 Media Blade On-site Installation	\$ 2,620.00	\$ -	\$ 2,500.00	\$ -	
1163401	0	TANDBERG Video Communication Server-Control	\$ 16,900.00	\$ -	\$ 12,675.00	\$ -	
116341X50	0	VCS Control Add'l Local Calls	\$ 26,600.00	\$ -	\$ 19,950.00	\$ -	
1163401V04	0	VCS Service & Support	\$ 1,600.00	\$ -	\$ 1,523.00	\$ -	
116341X50V04	0	VCS Add'l Local Calls Service & Support	\$ 2,660.00	\$ -	\$ 1,929.00	\$ -	
1163401V07D	0	VCS Control On-site Installation	\$ 2,750.00	\$ -	\$ 2,550.00	\$ -	
1163402	0	TANDBERG Video Communication Server-Expressway	\$ 17,800.00	\$ -	\$ 13,350.00	\$ -	
116341Y20	0	VCS Expressway Add'l Traversal Calls	\$ 24,400.00	\$ -	\$ 18,300.00	\$ -	
1163402V04	0	VCS Expressway Service & Support	\$ 1,600.00	\$ -	\$ 1,523.00	\$ -	
116341Y20V04	0	VCS Expressway Add'l Traversal Calls Service & Support	\$ 2,440.00	\$ -	\$ 1,769.00	\$ -	
1163402V07D	0	VCS Expressway On-site Installation	\$ 2,750.00	\$ -	\$ 2,550.00	\$ -	
1158001	0	TANDBERG Management Suite Server	\$ 14,500.00	\$ -	\$ 10,875.00	\$ -	
113612S25	2	TMS add'l device support, 25 add'l devices	\$ 4,510.00	\$ 9,020.00	\$ 3,383.00	\$ 6,766.00	
113612M500	0	TANDBERG Movi License Pack, 500 concurrent users	\$ 25,000.00	\$ -	\$ 18,750.00	\$ -	
1158001V04	0	TMS Server Service & Support	\$ 2,330.00	\$ -	\$ 1,769.00	\$ -	
113612S25V04	2	TMS add'l device Service & Support	\$ 1,600.00	\$ 3,200.00	\$ 1,146.00	\$ 2,292.00	this is a per year charge
113612M500V04	0	Movi Service & Support	\$ 3,000.00	\$ -	\$ 2,538.00	\$ -	
1158001V07D	0	On-site Installation	\$ 3,670.00	\$ -	\$ 3,450.00	\$ -	
1153601	1	TANDBERG Content Server	\$ 36,600.00	\$ 36,600.00	\$ 27,450.00	\$ 27,450.00	
1153601V04	1	TCS Service & Support	\$ 3,150.00	\$ 3,150.00	\$ 2,654.00	\$ 2,654.00	this is a per year charge
1153601V07D	0	On-site Installation	\$ 2,750.00	\$ -	\$ 2,550.00	\$ -	
<b>Endpoint Options</b>							
117800	36	TANDBERG C20 Profil with 42" LCD, NPP, 1080p 12x HD camera	\$ 21,900.00	\$ 788,400.00	\$ 16,425.00	\$ 591,300.00	
117332	36	TANDBERG C20 Profile Floor Stand	\$ -	\$ -	\$ -	\$ -	
117640PR	36	C20 Profile Premium Resolution Option	\$ 3,000.00	\$ 108,000.00	\$ 2,100.00	\$ 75,600.00	
117800V04	36	TANDBERG C20 Profile Service & Support	\$ 2,620.00	\$ 94,320.00	\$ 2,277.00	\$ 81,972.00	this is a per year charge
117800V07D	36	On-site Installation	\$ 2,190.00	\$ 78,840.00	\$ 1,950.00	\$ 70,200.00	
1137041V40	9	TANDBERG T4 Educator Endpoint Training Course	\$ 2,000.00	\$ 18,000.00	\$ 1,900.00	\$ 17,100.00	
				\$ 1,346,530.00	\$ 1,031,953.00	one time costs	

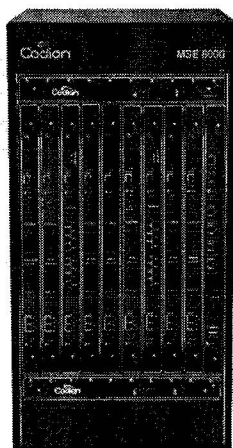
Statewide Upfront Cost \$195,241

Statewide Annual Costs \$99,612

Library Upfront Cost \$20,475



## TANDBERG Codian MSE 8000 Chassis



MSE 8000  
Chassis

High-capacity voice and videoconferencing media services engine. This powerful, fault tolerant solution is ideal for the large scale communication needs of large enterprises and service providers requiring a high-availability, high-performance, scalable solution.

The super robust Media Service Engine 8000 is a high capacity, carrier-class, voice and video conferencing chassis and has a system supervisor, hot-swap feature blades and redundant, monitored power supplies and cooling system with the following features:

#### DESIGN FEATURES

- 10 hot-swappable option slots
- High definition conferencing, recording and gateway capabilities
- Redundant and hot-swappable fan trays and power supplies
- Dual 48-volt power option
- Active environmental monitoring
- High-speed backplane
- Supervisor blade for system management and configuration
- Extensive approvals and compliance

#### APPLICATION FEATURES

- Multiple and interchangeable functionality, including media, recording and gateway blades
- Extends the capabilities of large service providers by providing feature-rich conferencing, recording, ISDN gateway as well as system management and configuration in an all-in-one device
- Integrated with TANDBERG Management Suite (TMS)

#### SUPPORT CAPABILITIES\*

- Up to 180 ports of HD 1080p multipoint
- Up to 720 ports of SD multipoint
- Up to 72 ISDN primary rate interfaces
- Up to 90 recording ports
- Up to 360 IP GW calls
- Up to 144 telepresence server screens
- More than 1 Gbps of conferencing bandwidth
- Wide range of protocols supported including H.323, SIP and H.320
- AES encryption
- Standards-based and compatible with all major vendors' endpoints
- Support for TANDBERG Multiway™

GET THE MOST FROM YOUR INVESTMENT. WITH PROFESSIONAL SERVICES, TANDBERG EXPERTS SUPPORT TANDBERG CODIAN MSE 8000 SYSTEM DEPLOYMENT AND TRAINING. VISIT [WWW.TANDBERG.COM](http://WWW.TANDBERG.COM)



## SYSTEM COMPONENTS

MSE 8000 Chassis  
MSE 8010 Fan tray  
MSE 8020 AC power supply  
MSE 8022 Rectifier  
MSE 8050 Supervisor

## DESCRIPTION

10-slot media services engine chassis with high-speed backplane  
Hot-swap fan tray (for use in both top and bottom slots) with environmental monitoring  
Dual-shelf PSU 100-240 VAC dual-shelf power supply bundle including two 1KW rectifiers  
Additional 1KW AC/DC rectifier module for power shelf  
Supervisor blade, required for system management and configuration

## CHASSIS SOFTWARE LICENSES

MSE 8710 SLTS screen license  
MSE 8510 PL Media2 port license  
MSE 8420 PL Media port license  
MSE 8350 PL IP GW / all license  
MSE 8320 PL ISDN PRI port license  
MSE 8220 PL VCR recording port license

## DESCRIPTION

Required in MSE 8000 chassis to enable one telepresence screen  
Required in MSE 8000 chassis to enable one HD 720p video port and one additional audio port (or two SD video ports and no additional audio ports)  
Two Media2 port licenses required to enable one HD 1080p video port  
Required in MSE 8000 chassis to enable one SD video port and one additional audio port when allocated to the MSE 8420  
Required in MSE 8000 chassis to enable two IP GW calls (of which one can be transcoded)  
Required in MSE 8000 chassis to enable one ISDN PRI port  
Required in MSE 8000 chassis to enable one VCR recording port

## SOFTWARE LICENSES

Port licensing model for added flexibility  
Port licenses are purchased for the MSE 8000 Chassis to enable screen and port functionality  
Port licenses are stored in the chassis and the Supervisor can allocate licenses to slots  
Optional feature blades must be inserted into slots to utilize software license

## CHASSIS

Fault-tolerant, high availability chassis  
10 hot-swappable option slots  
Redundant power inputs and hot-swappable fan trays  
Dual independent 48-volt DC power inputs  
Active environmental monitoring  
High-speed backplane and management bus

## AC POWER SUPPLY

Two independent AC power shelves convert power for the two DC power inputs of the chassis  
Multiple redundant hot-swap rectifier modules per shelf  
Each rectifier has its own independent AC inlet

## MSE 8050 SYSTEM SUPERVISOR

Actively monitors and manages the chassis and blades  
Hot-swappable without affecting feature blade operation  
Configures blades and monitors the status of blades, fans, air filters, power feeds and AC power supply shelves  
Alert generation  
Standard telco alarm connector  
Management via built-in web site  
RS-232 for local control and diagnostics  
Strong password policy  
Syslog for diagnostics  
Configuration backup over network  
Secure upgrades through Ethernet or CompactFlash  
SNMP  
Audit log

## ENVIRONMENTAL DATA

Operating temperature 0°C to 35°C ambient  
Relative humidity below 55% (non condensing)

## PHYSICAL DIMENSIONS

Height 33.25" 842 mm (19U)  
Width 17.25" 437 mm  
Depth 20.5" 520 mm  
19" rack mountable (kit supplied)  
Power 48 VDC, 100-240 VAC 60/50 Hz

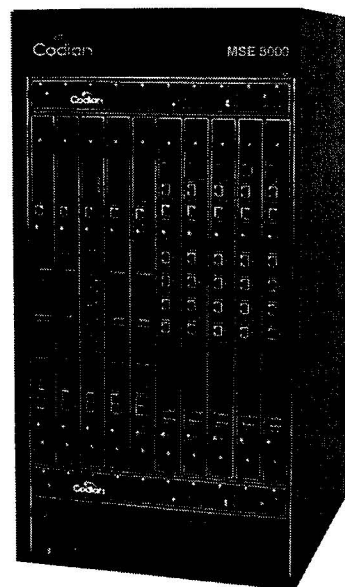
## APPROVALS AND COMPLIANCE

European safety: EN 60950-1:2001  
USA safety: UL 60950-1 First Edition  
Canada safety: CSA 60950-1-03  
CE Scheme certificate, CE Marked  
EMC: EN 55022 class A, ETS EN 300 326, EN 61000-3-2, EN 61000-3-3, EN 55024, EN 61000-4-2, -3, -4, -5, -6, -11, FCC Part 15 class A, VCCI class A, AS/NZS 3541 (C-Tick), CCC Approved: GB4943.2-2001, GB9254-1998, YD/T993-1998  
Telecoms:  
USA TIA-908-A: October 2002, 47 CFR Part 68: October 2004,  
Canada: IC CS-03, Issue 9, Part VI,  
Europe: ETS 300 043-3,  
Japan: Ordinance of MPT No. 31, 1984,  
China: NAL Certificate  
RoHS compliant

## OPTIONAL FEATURE BLADES

The following feature blades can be slotted into a powered MSE 8000 chassis:

MSE 8710 Telepresence Server Blade — up to 16 screens of HD telepresence conferencing  
MSE 8510 Media2 blade — up to 20 ports of HD 1080p video plus 20 ports of voice multipoint conferencing, or up to 40 ports of SD video multipoint conferencing  
MSE 8420 Media blade — up to 40 ports of SD video plus 40 ports of voice multipoint conferencing  
MSE 8350 IP GW blade — up to 20 transcoding and 20 non-transcoding video calls  
MSE 8320 ISDN GW — up to 6 E1 or T1 ISDN primary rate interfaces  
MSE 8220 VCR — up to 10 ports of video recording with streaming server  
See individual data sheets for detailed description of blades

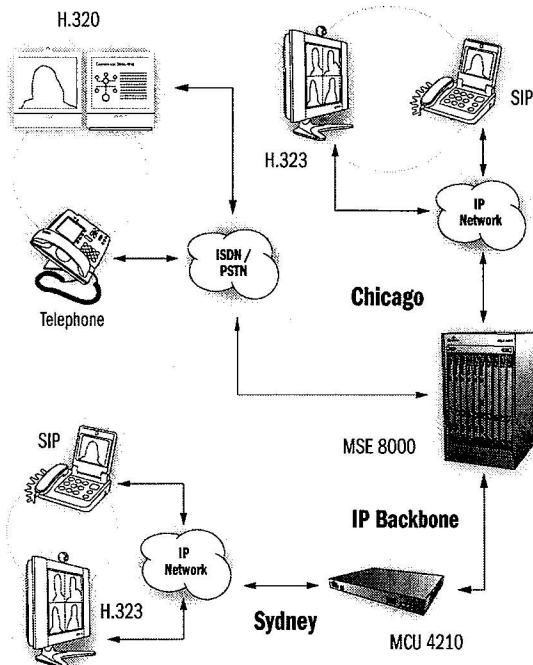


\* optional feature blades required

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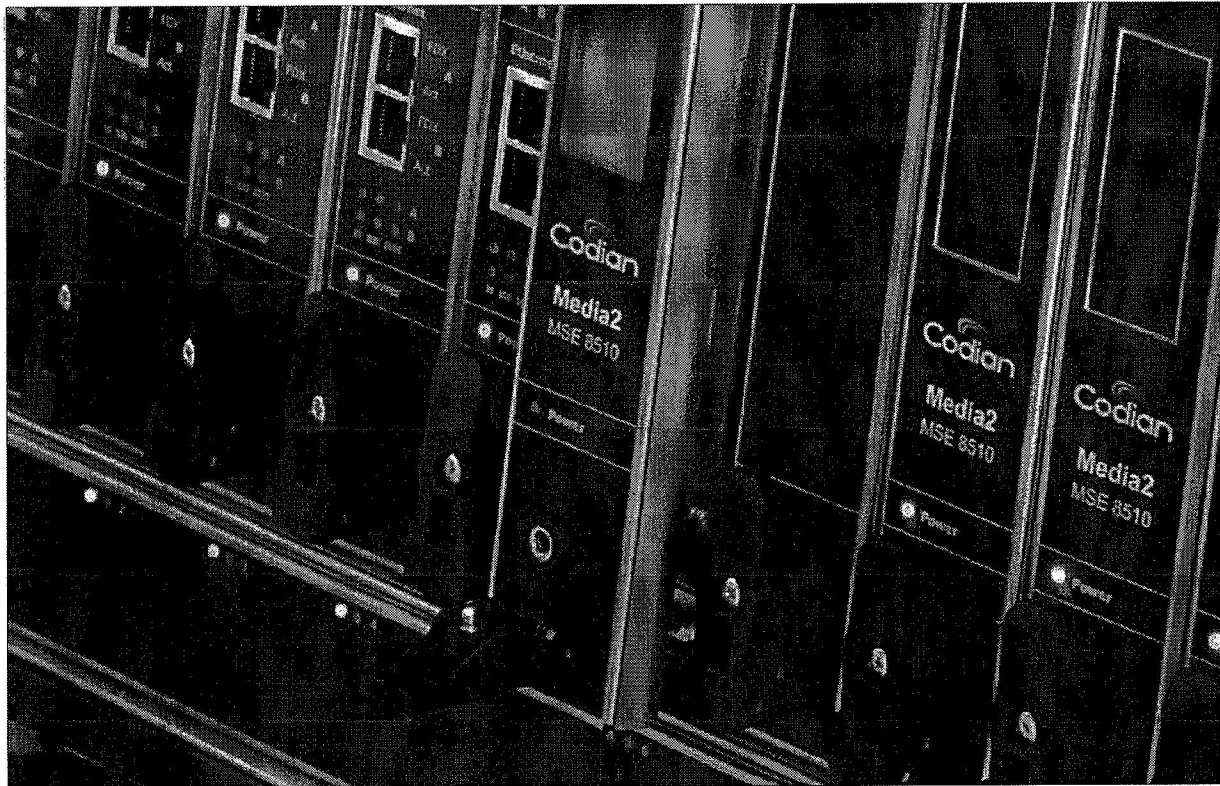


## TANDBERG Codian MSE 8000 Chassis

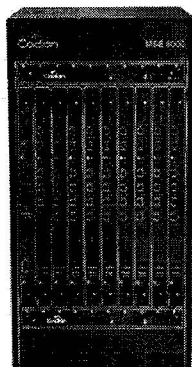
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December 2008



## TANDBERG Codian MSE 8510 Media2 blade



MSE 8000  
Chassis

The TANDBERG Codian MSE 8510 Media2 blade is the industry's leading chassis-based, high-definition multimedia conferencing bridge. It delivers superior video and voice with an easy-to-use, versatile management interface. Compatible with all major vendors' endpoints, it maintains its capacity and performance in every configuration, delivering the best experience for each participant, every time.

### DESIGN FEATURES

- Standards-based and compatible with all major vendors' endpoints
- Easy-to-use, versatile, management interface
- Selectable between Max1080p, HD 720p or MaxSD™ modes
- Over 50 custom layouts
- Comprehensive wideband audio support
- Support for both SIP and H.323 endpoints
- PacketSafe™ technology minimizes effects of network packet loss
- Pay as you grow — buy the capacity you need now and upgrade in the future with a software license

### APPLICATION FEATURES

- TANDBERG Codian ConferenceMe™ for multipoint desktop video
- Supports transition from SD to HD using TANDBERG Codian ClearVision™
- Integrated with TANDBERG Management Suite (TMS)
- Offers full interoperability with ISDN networks using TANDBERG Codian or third party ISDN gateways
- Compatible with Microsoft Office Communication Server
- Fully integrated, with built-in gatekeeper and streaming server
- Multiway™

### PERFORMANCE FEATURES

- Full High Definition Continuous Presence on every port
- TANDBERG Codian Universal Port™ technology ensures each participant receives the best possible experience
- 20 HD 1080p or 720p video plus 20 voice ports or up to 80 SD video ports on a single blade
- Enables up to 180 HD 1080p video plus 180 voice ports or 720 SD video ports in a single chassis
- Constant high capacity
- Bandwidth per site up to 4 Mbps
- Video resolutions up to 1080p 30fps
- SD support at up to w448p 30fps

GET THE MOST FROM YOUR INVESTMENT. WITH PROFESSIONAL SERVICES, TANDBERG EXPERTS SUPPORT TANDBERG CODIAN MSE 8000 SYSTEM DEPLOYMENT AND TRAINING. VISIT [WWW.TANDBERG.COM](http://WWW.TANDBERG.COM)

[WWW.TANDBERG.COM](http://WWW.TANDBERG.COM)

**TANDBERG**  
See: performance

#### HIGH DEFINITION PERFORMANCE

Up to 1080p 30 fps H.264 / Mbps continuous premium  
Comprehensive HD audio  
Dual video H.239

#### VIDEO STANDARDS

H.264, H.263, H.263+, H.263++ , H.264

#### VIDEO RESOLUTION

From QVGA up to 1080p (1920 x 1080) including interleaved  
1080i/50/60  
4:3 and 16:9 aspect ratios

#### FRAME RATES

30 frames or 60 fields per second

#### AUDIO STANDARDS

G.711, G.722, G.722.1, G.723, G.726, MPEG-4  
AAC-LC, MPEG-4 AAC-LC, Polycom Siren14, G.722.1 Annex C

#### PROTOCOLS

H.323, SIP, H.235 (AES), SRTP, TLS, H.239 (dual video), VNC,  
RTCP, H.231 (full control), RTP, RTSP, HTTP, HTTPS,  
GKCP, SNMP, NTP, NTLM (authentication)

#### BANDWIDTH

Up to 4 Mbps with both H.239 and H.264, for each site  
in all conference modes including advanced continuous  
presence

#### UNIVERSAL TRANSCODING AND TRANSLATING

Conduct HD and SD within the same conference  
Automatic audio/video transcoding and translating on all calls  
Any bandwidth, any resolution, any video or audio/video can be  
used on any video call within the same conference  
Each participant has their own personal encode

#### STREAMING VIDEO

Built-in streaming server  
View using Windows Media Player, RealPlayer or QuickTime  
Streaming of slides (H.263 and VNC)  
Text chat  
Unicast and multicast  
UDP, TCP or HTTP  
Independent choice of bandwidth and code

#### LOCALIZATION AND CUSTOMIZATION

Custom IVR, auto attendant audio prompts and graphics  
Uploadable multi-language support  
Unicode conference and site names

#### MCU FEATURES

Dial in or dial out via Web server  
Stand-alone or using gatekeeper  
Configurable audio and video auto attendant  
Advanced continuous presence as standard on all ports  
Automatic selection of best layout  
Individual layout selection using remote control or Web pages  
Over 50 custom layouts  
Widescreen (16:9) support  
Active speaker selection using remote control or voice activated  
Floor assignment through Web page or management application  
Far end camera control tunnelling using remote control or Web  
text identification of sites  
On-screen text messaging to individual or all sites  
Built-in conference scheduling and reservation  
On-demand and ad hoc conferences  
Dual video using H.239  
Presentation mode: add slides from PC using VNC  
Preview of conference and individual camera on Web pages  
Web Conferencing — those without endpoints can still interact  
Uploadable bumpers for voice participants  
Video association for IP and traditional PBXs  
Automatic connection to audio conferences  
Multiway — enables TANDBERG video endpoints to initiate  
ad hoc multiparty calls

#### TANDBERG CODIAN CONFERENCE™

Content Sharing  
Multiple layouts  
Firewall friendly  
Independent transcode per participant  
Up to 12 simultaneous connections  
Client computer requirements:  
Refer to the list of verified PCs and Webcams under  
the support section of the TANDBERG website

#### AUDIO FEATURES

Wideband audio mixing  
Built-in and uploadable auto attendant voice prompts  
Automatic gain control, adjustable gain, power indication,  
individual audio mute using web pages

#### BUILT-IN WEB SERVER

Complete configuration, control and monitoring of the  
system and conferences

#### BUILT-IN GATEKEEPER

Resolution of E.164 numbers  
Registration of conferences, endpoints and gateways  
Up to 25 devices can register

#### SYSTEM MANAGEMENT

XMN management API  
Management via embedded web server  
RS-232 for local control and diagnostics  
Syslog for diagnostics  
Configurable event logs and full H.323 and SIP debugging  
Configuration backup to network  
Secure operations through Ethernet  
Call Detail Records  
SNMP

#### QUALITY OF SERVICE

Configurable DSCP or TOS/IP precedence

#### NETWORK RESILIENCE

Codian Packet Safe™ technology provides intelligent  
downgrading, packet pacing and packet loss elimination  
to ensure optimum video and audio quality  
Dynamic jitter buffering  
Alternate gatekeepers

#### SECURITY FEATURES

Seven levels of access rights and privileges for users  
Strong password policy  
Pin-protected conferences  
Conference locking  
Secure non-FC hardware and operating system  
AES encryption, 128 bit key, H.235  
SIP encryption  
TLS certificate verification  
Audit log

#### INTERFACES

RJ45 Ethernet, 10/100/1000 Mbps full/half duplex, manual  
or auto sensing  
RJ45 serial port  
Status LCD

#### SOFTWARE LICENSE

Media2 port licenses required in MSE 8000 chassis to enable  
video ports  
Two Media2 port licenses enables one HD 1080p port and one  
additional audio port in Max 1080p mode  
One Media2 port license enables one HD 720p port and one  
additional audio port in HD mode  
One Media2 port license enables two SD video ports and no  
additional audio ports in Max SD mode

#### ENVIRONMENTAL DATA

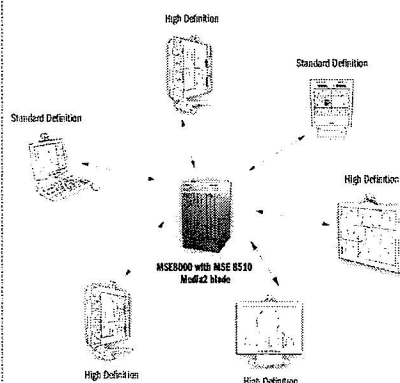
Operating temperature 0°C to 35°C ambient  
Relative humidity below 95% (non-condensing)

#### CHASSIS PHYSICAL DIMENSIONS

Height 33.281 842 mm (13U)  
Width 17.21 437 mm  
Depth 20.51 520 mm  
19" rack mountable (kit supplied)  
Power -48 VDC, 100-240 VAC 50/60 Hz

#### APPROVALS AND COMPLIANCE

European safety: EN 60950-1:2001  
USA safety: UL 60950-1 First Edition  
Canada safety: CSA 60950-1-03  
CE Scheme certificate, CE Marked  
EMC:  
EN55022 class A,  
EN55024, EN55022, EN55024-2, 3, 4, 5, 6, 11,  
FCC Part 15 class A,  
VCCI class A,  
AS/NZS 3548 (C-Tick),  
RoHS compliant



#### TANDBERG

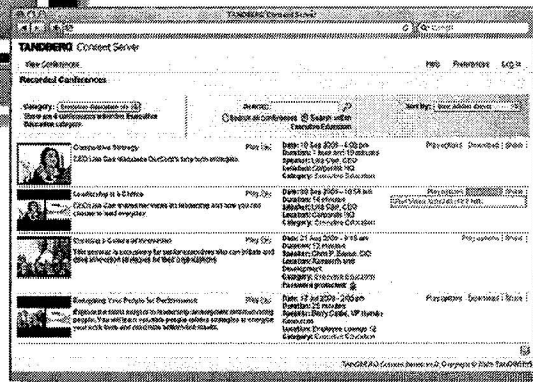
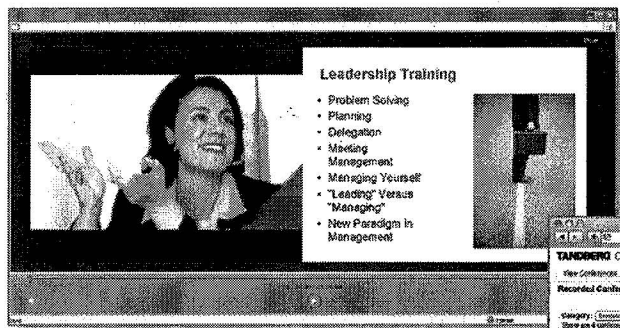
## Codian MSE 8510 Media2 blade

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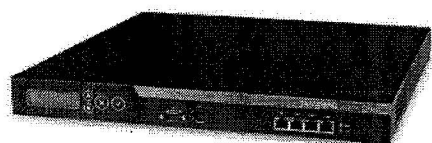
December 2009





## TANDBERG Content Server

With the TANDBERG Content Server, organizations can share knowledge and enhance communication by capturing any video-conferencing recording. Access live and on-demand presentations, distance education classes and corporate training sessions anywhere, anytime. Distribute live or recorded content to any computer, download to your favorite portable media device or share through iTunes U.



### DESIGN FEATURES

- Appliance-based architecture for easy deployment and high reliability
- 1U rackmountable
- LCD panel for easy installation
- Built-in, easy to use, Web-based management interface
- Built-in Web-based content library
- Interoperates with a range of complimentary multivendor products

### APPLICATION FEATURES

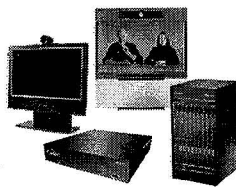
- Live and on-demand streaming
- Scheduled and ad hoc call support with dial-in and dial-out capabilities
- Record and stream video and H.239 dual-stream presentations from any H.323 or SIP video-conferencing unit
- Content creation from anywhere using TANDBERG Expressway<sup>SM</sup>
- Compatible with all major streaming formats including Flash<sup>®</sup>, Windows Media<sup>®</sup> and QuickTime<sup>®</sup>
- Support for major distribution servers and corporate web portals
- Editing and library features for simple content creation and retrieval
- Supports download of content to PC, MAC and portable media devices

### PERFORMANCE FEATURES

- Support for 5 concurrent calls, up to 2 of which can be streamed live
- Video-conference bandwidth up to 2 Mbps
- Synchronized streaming of video and presentation in live and on-demand modes
- Unicast and multicast streaming support
- Internal and external storage capabilities
- Support for Active Directory authentication via LDAP
- Call configuration and access rights management
- Cluster up to ten Content Servers
- Support for SQL Server 2008 with TCS clusters
- Export and Import conferences from one Content Server to another

GET THE MOST FROM YOUR INVESTMENT. WITH PROFESSIONAL SERVICES, TANDBERG EXPERTS SUPPORT CONTENT SERVER DEPLOYMENT AND TRAINING. VISIT [WWW.TANDBERG.COM](http://WWW.TANDBERG.COM)

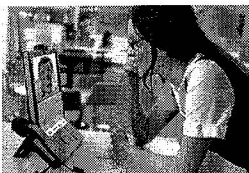
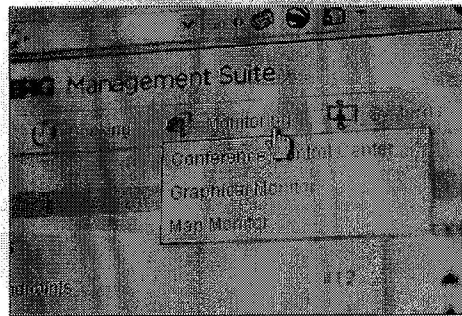




Systems Management



Monitoring, Diagnostics & Reporting



Personal Video Communications

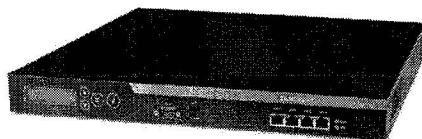


Scheduling

# TANDBERG Management Suite

One management platform for all your visual communication needs. TANDBERG Management Suite (TMS) provides complete visibility and control for on-site and remote video networks. It's scalable, easy-to-use and integrates with existing applications and third-party vendors to increase ROI.

The TANDBERG Management Suite is available as a software application or as a pre-installed server, enabling customers to choose a solution that best meets their network and scalability needs.



TMS Server

TANDBERG EXPERTS SUPPORT TMS DEPLOYMENT AND TRAINING. GET THE MOST FROM YOUR INVESTMENT WITH PROFESSIONAL SERVICES. VISIT [WWW.TANDBERG.COM](http://WWW.TANDBERG.COM)

## MANAGEMENT

- Complete management of on-site and remote video systems, including statistics, directories, booking and software updates
- Intuitive Web-based interface
- Manages network and video equipment from multiple vendors
- Manages calls made on multiple protocols (IP using H.323 and SIP, ISDN, V.35 and mixed calls)
- Manages endpoints, MCUs, network infrastructure, and gateways directly
- Supports automatic creation of phone books, including Active Directory and H.350
- Implements and manages automated software upgrades for video devices
- Easy mass configuration of systems

## MONITORING/DIAGNOSTICS

- Detailed system and conference records
- Intelligent diagnostics enabling rapid response
- System summary page for fast access to most-used information
- Consolidated list of open tickets with links to recommended fixes
- Integrated Network Monitoring Support
  - Integrates with HP OpenView, IBM Tivoli®, NetCool® and any SNMP network monitoring tool
- Event notification prevents and minimizes negative service level

## REPORTING

- Track all system usage and identify trends — packet loss, bandwidth usage, system auditing
- Call Detail Records and Statistics (CDRs)

## SCHEDULING

- Scheduling or ad-hoc calling for video, audio, Web and data conferences
- Schedule conferences, book rooms and invite participants using Microsoft Outlook® or IBM Lotus Notes®

\* requires software option

## MANAGEMENT

### CONFERENCE CONTROL CENTER

Complete conference overview on one screen  
Conference and participant connection control  
Conference-by-conference and system-by-system management and information  
**SYSTEM UPGRADES**  
Automatic download of new software and corresponding release keys

Release key import and export  
**SYSTEM CONTROL**  
Phonebook access  
Monitoring and reporting  
Software upgrades  
Initiate, extend and terminate conferences  
Change video layouts  
Volume control and audio mute/unmute  
Microphone on/off  
Edit local phone books  
Send messages to systems  
Detect illegal system configurations  
Gateway CGRs from MPS  
**REMOTE SYSTEM SUPPORT**  
Phone book access  
Software upgrades  
Statistics

## LANGUAGE

English (US)  
Russian  
French  
Korean  
Japanese  
Chinese (Simplified)  
Supports over 20 languages for booking and scheduling

## INTELLIGENT TICKET HANDLING

Automated ticket handling (open/close)  
Ticket priority customization  
Proactive system check-up prior to engaging scheduled meetings  
Intelligent Trouble Ticketing Handling  
Diagnostic messages and solution suggestions  
System status, gatekeeper status, SNMP configuration, ISDN/IP configuration and information

## INTEGRATED NETWORK MONITORING SUPPORT

Integrates with HP OpenView, IBM Tivoli®, NetCool® and any SNMP network monitoring tool

## TMS AGENT

Supports TMS Agent option for large scale provisioning of TANDBERG MGW and TANDBERG E20

## PHONE BOOK SERVICES

Corporate directory enables multiple phone books and folders, browsing and searching from the endpoint  
Supports server based TANDBERG, Polycom phone books, and H.323 white pages  
Centrally-managed server phone books  
Creation of one or multiple phone books  
Search unlimited entries  
Supports hierarchical phonebook structure for easy look-ups  
Automatic directory import from gatekeeper, H.323 and LDAP (single or multiple source)  
Supports over 10 methods of automatic creation of phone books, including Active Directory and H.323  
Create, edit, import and export phone books  
Automatic application of national and international dialing rules  
Automatic identification of ISDN/IP numbers  
Automatic insertion of gateway (GW) prefix, area codes and country codes

## ACCOUNT MANAGEMENT, SECURITY AND PERMISSIONS

FTP audit log from TANDBERG endpoints and MCUs  
Flexibility to limit access to TMS features and limit access to endpoints  
Definition and management of user profiles  
Multiple security permissions  
Single sign-on authentication of users using Windows® authentication

## TEMPLATES/PROVISIONING

Customized template creation, management and distribution to systems  
Selectable audio, video, network and bandwidth settings  
Mass Deployment with automatic configuration from TMS  
Ability to create per-endpoint setting templates that can be proactively enforced on systems  
Supports efficient and easy deployment of FindMe URI addresses to users

## BACKUP

Capability to perform daily configuration restores, ensuring systems begin the day with the proper configuration  
Backup system settings  
Restore lost settings

## MONITORING

**GRAPHICAL MONITORING**  
Map monitor with graphic display  
Customizable background images  
Graphical display of call and system status

## EVENT NOTIFICATION

Event Notification can be integrated into any SNMP Network Management system (e.g., HP OpenView and IBM Tivoli)  
Email notification to individuals or groups  
Event logging including boot, link down/up, connect error, call connected/disconnected, lost response/got response, Downspeeding, upgrade start/finish scheduling, gatekeeper registration, low battery, wrong password alert

## BILLING INFORMATION

Flexibility to use billing and account codes  
Full call detail records including billing or account codes for cost analysis or accounting

## CALL DETAIL RECORDS (CDR) AND STATISTICS

Supports CDR capturing from Endpoints, MCUs, Gatekeepers and Gateways  
Call detail records on screen or in native Excel format  
Graphical display of call detail data  
Support for multiple reporting formats: Onscreen, PDF or HTML  
Number of incoming and outgoing calls  
Roi Calculator  
Call date and duration  
Bandwidth usage  
Network type  
Number / address called  
Statistics in data, graph and chart format  
Number of scheduled conferences per person  
Network, gatekeeper and ISDN interface  
Authentication failure  
Error statistics  
Battery status

## CALL ROUTING

Ability to support Best Impression Cascading and Least Cost Cascading  
Automatic call routing on IP and ISDN  
Least cost call routing on IP and ISDN  
Automatic MCU, gateway and network selection  
Supports MCU cascading, V.35, SIP, H.323, and H.320

## SCHEDULING AND BOOKING

**SYSTEM BOOKING**  
Book system and meeting room simultaneously  
Book recurring meetings and video resources  
Create, password protect, edit or delete booked conferences  
Add Web or data conference to meetings  
Add/remove participants from reservation or connect/disconnect participants during conferences  
Connect conferences ad-hoc or pre-schedule connection  
Reserve resources for dial-in participants (telephone or video on ISDN or IP v.4 or IP v.6)  
Schedule point-to-point conferences or bridged meetings  
Lock conference, preventing new participants from joining  
Invite participants by e-mail  
Customize meeting names

## SCHEDULE OVERVIEW

Overview of scheduled meetings, resources and participants  
Real-time overview of meeting status

## WEB AND DATA CONFERENCING

Integrated scheduling of WebEx conferences with video system booking  
Create a data conference for participants to share applications and edit documents (Supports WebEx, Microsoft Live Meeting and TANDBERG See & Share)  
An e-mail invitation is generated, enabling conference participants to link to the Web conference

## INTEGRATION WITH MICROSOFT

### EXCHANGE SERVER

Ability to schedule conferences, book rooms and invite participants using Microsoft Outlook  
Requires Microsoft Exchange Server 2003 or 2007

### INTEGRATION WITH IBM LOTUS DOMINO® SERVER

Ability to schedule conferences, book rooms and invite participants using IBM Lotus Notes and Lotus Sametime  
Requires IBM Lotus Domino Server V5.x running on Microsoft Windows®

## REDUNDANCY SUPPORT

Application Redundancy  
Database Clustering

## REQUIREMENTS

### TMS SERVER (MINIMUM REQUIREMENTS)

1 GB RAM  
Pentium 2 GHz or higher Pentium compatible CPU  
Microsoft Windows 2003 Server running the latest Service Packs with Internet Information Services, Microsoft Windows 2003 Server (32 bit) running the latest Service Packs with Internet Information Services, Microsoft .Net Framework, version 3.5

### TMS CLIENT REQUIREMENTS

Internet Explorer 6.0 or later, Firefox 2.0 or later, Java Virtual Machine Runtime Engine (JRE) 1.5.0 or later  
**SEE&SHARE SERVER REQUIREMENTS (IF INSTALLING SEE&SHARE OPTION)**

Pentium 1500 MHz  
Microsoft Windows 2003 Server or Microsoft Windows XP  
256 MB RAM  
20 MB of available disk space for services  
**SEE&SHARE CLIENT REQUIREMENTS**  
Internet Explorer 6.0 or higher

## SOFTWARE OPTIONS

Microsoft Exchange Package  
IBM Lotus Sametime Package  
IBM Lotus Domino Package  
3rd party booking API for customized integration  
Network Integration Package (supports Cisco® IP/VC 3540, Polycom® MGC (Accord) MCU, RADVISION vtiP MCU and others)

\* TMS includes TANDBERG Scheduler

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## TANDBERG MANAGEMENT SERVER

### PROCESSOR & MEMORY

Intel® Pentium® 4 LGA 775 CPU (Max. Intel® Pentium® 4 LGA 775 CPU (Max. 3.6GHz with 800MHz FSB and 1MB Cache)  
240-pin DIMM x 2, support Max. 2GB DDRII 400/533 memory

### BIOS

Award System BIOS  
Support Console redirection  
Support Power on after power fail as the BIOS option  
By-pass enable/disable as the BIOS option

### PCI EXPANSION

On-board 32bit/33MHz Mini PCI Socket x1 (Master)

### STORAGE

IDE 3.5" HDD x 1 (Stand Type) or IDE 3.5" HDD x 2 (Slim Type)  
SATA 3.5" HDD x1 (Stand Type) or SATA 3.5" HDD x2 (Slim Type)  
On-board Compact Flash Socket (Primary Channel)

### COOLING SYSTEM

On-board 40 x 40 mm fan x 2  
System 40 x 40 mm fan x 2 at Rear

### ETHERNET

Marvell 8053 x 4 (PCI Express x 1; & #29; Copper (Base T, RJ45 with LED) GbE port x 4 (1, 2, 3, 4) & #29; LAN 1 & 2 support by-pass function

### SYSTEM CONTROL AND INDICATOR

Power LED x 1 at Front  
HDD Active LED x 1 at Front  
AT Power Switch x 1 at Rear

### SYSTEM I/O INTERFACE

COM port x 2 (Front x 1, Rear x 1)  
USB 2.0 port x 4 (Front x 2, Rear x 2)  
GPIO: 4 in 4 out  
Optional: 16 x 2 characters LCD Module with keypad through PIO Interface

### ENVIRONMENTAL DATA

Operating temperature: 0°C to 40°C (32°F to 104°F)  
Relative humidity: 10% to 90%  
Storage and space in transport temperature: -20°C to 80°C (-4°F to 140°F); non-condensing

### POWER

100-240 VAC, 50-60 Hz, 250W max.

### PHYSICAL DIMENSIONS

Height: 1.7" (44mm)  
Width: 16.8" (426mm)  
Depth: 16.4" (416mm)  
1U" rack-mountable, 1U height



## TANDBERG

# Management Suite

### TANDBERG WORLD HEADQUARTERS

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Voice: +1 67 125 126  
tandberg@tandberg.com

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24<sup>th</sup> Floor  
New York, NY USA 10036  
Tel: +1 212 692 6500  
Fax: +1 212 692 6501  
Voice: +1 212 692 6535  
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September 2009

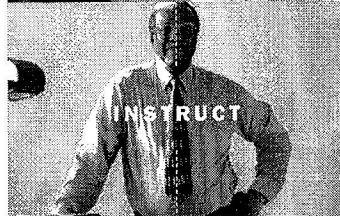
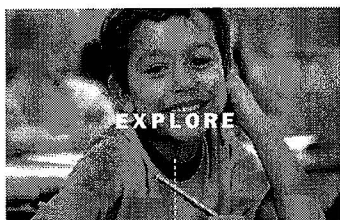
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# Services: Educational Training



TANDBERG Teachers Training Teachers

THE T<sup>4</sup> PROGRAM PROVIDES EDUCATIONAL INSTITUTIONS WITH THE NECESSARY TRAINING FOR THE SUCCESSFUL IMPLEMENTATION AND ADOPTION OF TANDBERG VISUAL COMMUNICATION SOLUTIONS FOR THE CLASSROOM.



Training is key. Perhaps the area that most impacts the success of interactive distance learning is a school's willingness and commitment to train those who will use the technology for teaching. Providing initial and follow-up training for personnel is imperative, but many schools tend to under-invest in this area despite the fact that the adoption of this technology relies on educator's skill and interest.

The TANDBERG Teachers Training Teachers Program (T<sup>4</sup>) enables schools to optimize the use of visual communication technology in the classroom. Designed by teachers, for teachers, the T<sup>4</sup> Professional Services package provides educators with the knowledge and skills necessary for successfully implementing a distance learning program. Interactive distance learning is a unique solution for enhancing the educational curriculum by leveraging subject matter experts, extending course offerings to remote locations, and increasing collaboration among educators, students and the worldwide learning community.

## Benefits of the T<sup>4</sup> Program

- Cost-effective program for training a large numbers of educators at both the school and district level
- Maximizes adoption and ease-of-use by providing core training on TANDBERG's visual communication solutions
- Provides framework, guidelines and hands-on activities for developing distance learning programs and classroom applications
- Tips for planning interactive distance learning content and delivery to achieve the greatest impact

## TEACHER'S HAVE SAID:

"This training opened my eyes to the resources available outside my classroom."

"I didn't know we had so many high quality teachers in our district. The possibilities for sharing content and library tools are amazing."

"We just needed someone to show us what we could do and how to do it."

Service Excellence from Training through Adoption and Beyond p1/2



TANDBERG

# Services: Educational Training



## TANDBERG Teachers Training Teachers

### T<sup>4</sup> PROGRAM SESSION OVERVIEW

#### Session 1 — 4.5 hours

Participants will receive an overview of visual communication technology and be given direct classroom implementation suggestions. Participants will also learn video basics such as how to connect and disconnect calls, camera positioning and switching between input sources (i.e., document cameras, VCRs, etc.). In addition, session 1 will cover basic applications such as:

- Virtual fieldtrips with national content providers and an overview of TANDBERG's Connections Program
- Interactive Distance Learning
- Collaborative projects between classes and how to get started

#### Session 2 — 2.5 hours

Participants will learn how to utilize peripheral equipment as a part of their videoconferencing experience. Each participating site should have access to:

- Document Camera
- VCR and/or DVD Player
- Internet
- SMART White board

Participants will discuss the basics of a distance education environment. They will learn how to replace verbal instruction with visual instruction, manage the classroom setting with the technology, and how to set up the content staging area. Participants will also work in small groups to formulate ideas for classroom videoconferencing projects and present the ideas to the entire group. Guidelines will be provided for preparing a lesson to be delivered over video in session 3.

#### Session 3 — 1.5 hours

In this session participants will deliver a lesson of their choice over video, using appropriate peripherals as necessary. Participants will deliver their lessons either individually, or with a partner, to another small group and then switch roles. Both groups will provide immediate feedback to each other. The trainers will record the lessons for an in-depth review and group discussion.

#### Session 4 — 1.5 hours

This session is evaluative in nature. Parts of session 3 lessons will be played back for participants with feedback from the trainers. Discussions will focus on how the participants can improve the content and delivery in order to produce the most impact for students and other educators.

**To learn more about the T<sup>4</sup> Program and to register your site for the T<sup>4</sup> training package please contact Durlene Johnson at 703-272-2153 or via e-mail at [durlene.johnson@tandbergusa.com](mailto:durlene.johnson@tandbergusa.com).**

"Educators must learn how to develop and present content via video in order to achieve the greatest impact for interactive distance learning programs."

LANCE FORD

TECHNOLOGY COORDINATOR,  
HOWE PUBLIC SCHOOLS

LEAD TRAINER FOR T<sup>4</sup> PROGRAM, TANDBERG

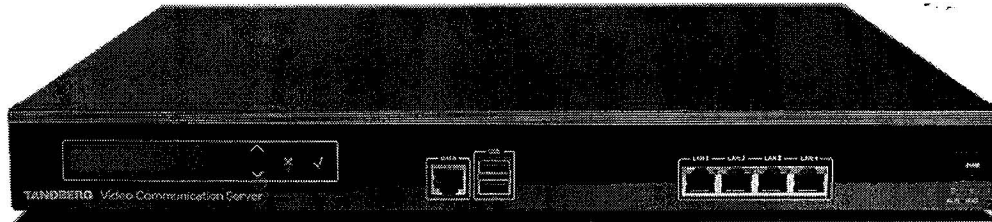
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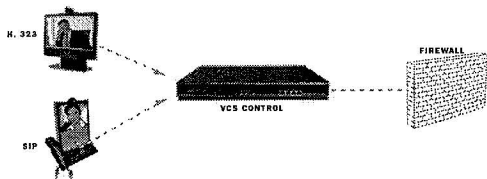
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Service Excellence from Training through Adoption and Beyond p2/2



## TANDBERG Video Communication Server Control

The TANDBERG Video Communication Server (VCS) Control Application provides SIP proxy and call control as well as H.323 gatekeeper services. VCS is the center of the intelligent video communication network, connecting all infrastructure, management and endpoint devices and is key to interoperability with Unified Communications and IP Telephony networks and VoIP devices.



### DESIGN FEATURES

- Designed to work with any standards based H.323 or SIP device
- Appliance-based architecture enables easy deployment and high reliability
- Full multi-vendor support
- Secure and reliable
- 1U rack mountable

### APPLICATION FEATURES

- Flexible zone configuration with named zones and default zone
- Supports inter- and intrazone bandwidth control
- Provides IPv4/v6 Translation Services
- Policy Engine for processing calls
- URI and ENUM dialing
- Device authentication using H.235 and SIP digest authentication
- Embedded setup wizard for easy installation
- SIP Presence Server and User Agent
- TANDBERG FindMe™
- Multiway™

### PERFORMANCE FEATURES

- Supports up to 2,500 registered devices and 100 concurrent traversal calls
- Up to 1000 neighboring zones (traversal zones included)
- HTTPS, SSH and SCP for secure management
- Uses compact flash for critical storage and a hard drive for other functions
- Supports clustering of up to six VCS increasing capacity and redundancy

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#### TANDBERG VCS CAPACITY

Up to 2,500 registrations  
Up to 500 non-traversal calls  
Up to 100 traversal calls  
Up to 1000 neighbor zones  
Up to 1000 sub-zones

#### TANDBERG VCS CONTROL APPLICATION FEATURES

H.323 gatekeeper  
SIP Proxy/Registrar

#### TANDBERG VCS EXPRESSWAY™ APPLICATION FEATURES

NAT Traversal functionality enabling secure traversal of any NAT firewall  
Registration of traversal-enabled endpoints  
Standards based TURN Server and supports firewall traversal for ICE-enabled devices

#### TANDBERG VCS MAIN FEATURES (CONTROL AND EXPRESSWAY™ APPLICATIONS)

SIP and H.323 support, including SIP/H.323 gateway for locally registered endpoints  
IPv4 and IPv6 support, including IPv4/IPv6 interworking  
SIP and H.323 interworking for non-registered endpoints  
Bandwidth management on both a per-call and a total usage basis, configurable separately for calls within the local sub-zones and to neighboring systems and zones  
URI and ENUM dialing via DNS, enabling global connectivity  
Automatic downspeeding option for calls that exceed the available bandwidth  
Flexible zone configuration with prefix, suffix and regular expression support  
Can function as a standalone VCS or be neighbored with other systems such as VCS, Border Controllers, Gatekeepers and SIP proxies  
Can be clustered with up to 8 other VCS peers for capacity and redundancy purposes  
Name clusters for ease of management and deployment  
Optional endpoint authentication  
Control over which endpoints are allowed to register  
Administrator Policy including support for CPL  
Embedded setup wizard via a serial port for initial configuration  
System administration via a web interface or RS-232, Telnet, SSH and HTTPS  
Static NAT Support\* (requires Dual Network Interface Option)

#### OPTIONAL FEATURES

TANDBERG FindMe™ (User Policy)  
- Supports enterprise authentication  
- Efficient large scale provisioning of user FindMe accounts utilizing LDAP  
SIP/H.323 interworking for non-registered endpoints  
Dual Network Interface  
Multicast  
TMS Agent

#### ARCHITECTURE

Secure appliance-based architecture  
Flash memory and hard drive  
ITU-T H.323 v6 compliant  
ITU-T H.323 v6 compliant  
TANDBERG Expressway Technology  
H.460.18/19 compliant  
H.460.18 client proxy support  
Supports H.460.19 multiplexed media

#### RELIABILITY

Registrations survive system restart  
Fast start-up time  
Configuration replication for Clusters  
Expressway process recovering within seconds  
H.323 4th-rate Gatekeeper Support

#### SUPPORTED RFCs

RFC 2543, RFC 3261, RFC 3264, RFC 1890, RFC 3265, RFC 3266, RFC 3515, RFC 3591, RFC 3552, RFC 2327, RFC 4766

#### SECURITY

Secure Management with HTTPS, SSH and SCP  
- Secure File Transfer  
- Inactivity Timeout  
Can lock-down IP services  
Authentication required on HTTPS, Telnet, SSH, SCP and serial port  
Compatible with H.323 v2 and v5 enabled H.323 devices  
H.323 Authentication support  
TLS for SIP signaling  
Role-based password protected GUI user access  
Ability to enforce strict passwords  
Ability to disable root access over Telnet or SSH

#### MANAGEMENT

Supports industry standards such as RS-232, Telnet, HTTP(S), XML, SNMP, SCP and SSH  
Embedded setup wizard on serial port for initial configuration  
Advanced management support and configuration with TANDBERG Management Suite 12.0 or newer  
Call logging and diagnostics  
Support for logging to a syslog server  
Local time zone aware  
Port usage tool

#### CALL CONTROL AND REGISTRATIONS

Supports manual registration of H.323 and SIP endpoints and API call control  
Supports H.323/Q.931, H.245 call control routed mode and non-call routed mode  
Supports H.323-SIP Interworking Encryption  
Supports H.323-SIP Interworking DuoVideo  
Registration of H.323 ID, E.164 aliases and services  
Supports Unicode (UTF-8) registration for global implementation  
Disconnect H.323 calls from the API interface  
URI Dialing  
Up to 100 traversal calls  
Up to 100 services for a single device  
Up to 2500 registered Expressway Devices  
Direct call signaling between neighbored VCSs, border controllers and gatekeepers  
Call Policy Management (RFC 3830) including Call Policy and User Policy (FindMe)  
Conference hunting for MCU cluster support  
Call Routed Mode  
Call Loop Detection Mode

#### ZONE CONTROL

Supports Remote Zone monitoring  
Supports Remote Zone redundancy  
Supports up to 200 neighbor zones (including VCSs, Border Controllers, gatekeepers and SIP proxies)  
Supports sub-zone area definition for bandwidth management  
Flexible zone configuration with named zones and default zone  
Supports forwarding of requests to neighbor zones (including VCSs, border controllers, gatekeepers and SIP proxies)  
Registration Control (open, specifically allow, specifically deny)  
Cisco Unified Communication Manager zone profile available for efficient interoperability configuration

#### BANDWIDTH MANAGEMENT

Interzone — definable call-by-call  
- Max bandwidth per call  
- Max aggregate bandwidth for all neighboring zones  
Intrazone — definable call-by-call  
- Max bandwidth per call  
- Max aggregate bandwidth  
Auto-downspeeding if call exceeds per-call maximum  
Softway load balancing  
Automatic network failover  
Provides capacity warnings for users and administrators

#### INTERFACES

4x 10/100/1000 Base-Tx Ethernet ports (RJ-45) (10/100)  
1x RS-232 console port (RJ-45) (10/100)

#### POWER

Auto-sensing 230W (Max) 580 BTU/hr power supply  
90-264V AC full range 50-47-63Hz

#### COOLING SYSTEM

Six 40 mm fans for system cooling

#### SYSTEM CONTROL AND INDICATIONS

1x Power LED  
1x Alarm LED  
1x Power on/off switch (rear)  
4x Act./Link/10/100/1000 LEDs on Ethernet Ports

#### NETWORK

Supports DNS Addressing  
Supports IPv4 and IPv6 simultaneously  
Provides IPv4/IPv6 Translation Services

#### APPROVALS

Directive 73/23/EEC (Low Voltage Directive)  
- Standard EN 60950  
Directive 90/386/EEC (EMC Directive)  
- Standard EN 55022, Class A  
- Standard EN 55024  
- Standard EN 61000-3-2/-3-3  
Approved according to UL 60950 and  
CAN/CSA C22.2 No. 60950  
Complies with FCC15B Class A

#### DIMENSIONS

428(W) x 457.2(D) x 435(H) mm (16.8" x 18" x 17.2")  
1U rack-mount chassis

#### ENVIRONMENT

Operating temperatures: 0° C to 40° C (32° F to 104° F)  
Storage temperatures: -20° C to 60° C (-4° F to 140° F)  
Relative humidity: 10% to 90% (Non-condensing)

#### CERTIFICATION

LVD 73/23/EEC  
EMC 89/366/EEC



VCS Version X1.1 is ICSA Labs Certified

#### AWARDS



All specifications subject to change without notice.  
System specific & may vary.

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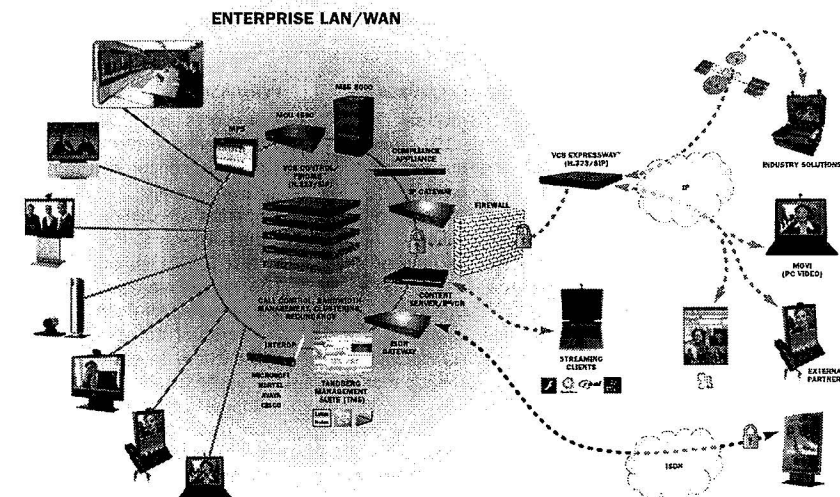
#### TANDBERG

## Video Communication Server Control

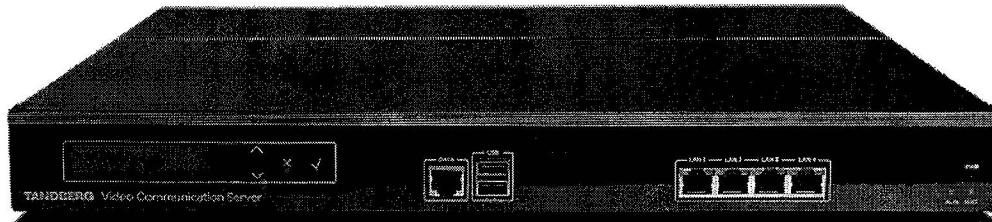
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October 2008

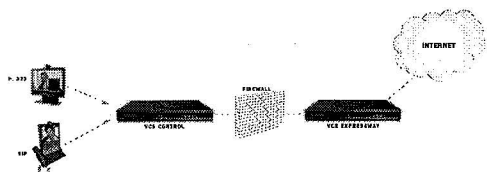






## TANDBERG Video Communication Server Expressway™

The TANDBERG Video Communication Server (VCS), deployed with Expressway™ opens the world outside the firewall to organizations using video communications. Expressway enables business to business communications, empowers remote and home based workers, and gives service providers the ability to provide video communications to customers. Expressway provides standards-based and secure firewall traversal for SIP and H.323 devices and VCS enables communication with the outside world regardless of SIP or H.323 protocol.



### DESIGN FEATURES

- Designed to work with any H.323 or SIP device
- Appliance-based architecture enables easy deployment and high reliability
- Designed to work with any firewall
- Full multi-vendor support
- Secure and reliable
- 1U rack mountable
- Dual Network Interface option available

### APPLICATION FEATURES

- Firewall Traversal H.460.18/19 Compliant including support for Multiplexed Media
- Firewall Traversal STUN Compliant
- Traverse any number of firewalls
- Policy Engine for processing calls
- URI and ENUM dialing
- Device authentication using H.235
- Embedded setup wizard for easy installation
- SIP Presence Server and User Agent

### PERFORMANCE FEATURES

- Supports up to 2,500 registered devices and 100 concurrent traversal calls
- Enables URI dialing for massive scalability
- HTTPS, SSH and SCP for secure management
- Uses compact flash for critical storage and a hard drive for other functions
- Supports clustering of up to six VCS increases capacity and redundancy
- Standards based TURN server, supporting providing ICE enabled devices with Firewall and NAT traversal

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#### TANDBERG VCS CAPACITY

Up to 2,500 registrations  
Up to 500 non-traversal calls  
Up to 100 traversal calls  
Up to 1000 sub-zones  
Up to 1000 neighbor zones

#### TANDBERG VCS CONTROL APPLICATION FEATURES

H.323 gatekeeper  
SIP Proxy/Registrar

#### TANDBERG VCS EXPRESSWAY™ APPLICATION FEATURES

NAT Traversal functionality enabling secure traversal of any NAT firewall  
Registration of traversal enabled endpoints  
STUN discovery and STUN Relay services

#### TANDBERG VCS MAIN FEATURES (CONTROL AND EXPRESSWAY™ APPLICATIONS)

SIP and H.323 support, including SIP/H.323 gateway for locally registered endpoints  
IPv4 and IPv6 support, including IPv4/IPv6 interworking  
SIP and H.323 interworking for non-registered endpoints  
Bandwidth management on both a per call and a total usage basis, configurable separately for calls within the local subzone and to neighboring systems and zones  
URI and ENUM (using via DNS), enabling global connectivity  
Automatic downspeeding option for calls that exceed the available bandwidth  
Flexible zone configuration with prefix, suffix and regular expression support  
Can function as a standalone VCS or be neighbored with other systems such as VCSs, Border Controllers, Gatekeepers and SIP proxies  
Can be clustered with up to 6 other VCS peers for capacity and redundancy purposes  
Name clusters for ease of management and deployment  
Optional endpoint authentication  
Control over which endpoints are allowed to register  
Administrator Policy including support for CPL  
Embedded setup wizard via a serial port for initial configuration  
System administration via a web interface or RS-232, Telnet, SSH and HTTPS  
Static NAT Support\* (requires Dual Network Interface Option)

#### OPTIONAL FEATURES

TANDBERG FindMe™ (User Policy)  
SIP/H.323 interworking for non-registered endpoints  
Dual Network Interface  
Multicast  
TMS Agent

#### ARCHITECTURE

Secure appliance-based architecture  
Flash memory and hard drive  
ITU-T H.323 v6 compliant  
ITU-T H.225 v6 compliant  
TANDBERG Expressway Technology  
H.460.18y, 19 compliant  
H.460.18 client proxy support  
Supports H.460.19 multiplexed media

#### RELIABILITY

Registrations survive system restart  
Fast start-up time  
Configuration Replication for Clusters  
Expressway process recycling within seconds  
H.323 Alternate Gatekeeper Support

#### SUPPORTED RFCs

RFC 2543, RFC 3261, RFC 3264, RFC 1869, RFC 3265, RFC 3265, RFC 3515, RFC 3991, RFC 3692, RFC 2327, RFC 4565

#### SECURITY

Secure Management with HTTPS, SSH and SCP  
Secure File Transfer  
Inactivity Timeout  
Control down IP services  
Authentication required on HTTP(S), Telnet, SSH, SCP and serial port  
Compatible with H.235 v2 and v3 enabled H.323 devices  
H.235 Authentication support  
TLS for SIP signaling  
Role based password protected GUI user access  
Ability to enforce strong passwords  
Ability to disable root access over Telnet or SSH

#### MANAGEMENT

Supports industry standards such as RS-232, Telnet, HTTP(S), XML, SNMP, SCP and SSH  
Embedded setup wizard on serial port for initial configuration  
Advanced management support and configuration with TANDBERG Management Suite 1.2.0 or newer  
Call logging and diagnostics  
Support for logging to a syslog server  
Local time zone aware  
Port usage tool

#### CALL CONTROL AND REGISTRATIONS

Supports manual registration of H.323 and SIP endpoints and API call control  
Supports H.225/Q.931, H.245 call control routed mode and non call routed mode  
Supports H.323-SIP interworking Encryption  
Supports H.323-SIP interworking DueVideo  
Registration of H.323 ID, E.164 aliases and services  
Supports Unicode (UTF-8) registration for global implementation  
Disconnect H.323 calls from the API interface  
URI dialing  
Up to 100 traversal calls  
Up to 100 services for a single device  
Up to 2500 registered Expressway Devices  
Direct call signaling between neighbored VCSs, border controllers and gatekeepers  
Call Policy Management (RFC 3889) including Call Policy and User Policy (FindMe)  
Conference hunting for MCU cluster support  
Call Routed Mode  
Call Loop Detection Mode

#### ZONE CONTROL

Supports Remote Zone monitoring  
Supports Remote Zone redundancy  
Supports up to 200 neighbor zones (including VCSs, Border Controllers, gatekeepers and SIP proxies)  
Supports sub-zone area definition for bandwidth management  
Flexible zone configuration with named zones and default zone  
Supports forwarding of requests to neighbor zones (including VCSs, border controllers, gatekeepers and SIP proxies)  
Registration Control (open, specifically allow, specifically deny)

#### BANDWIDTH MANAGEMENT

Interzone — definable call-by-call  
— Max bandwidth per call  
— Max aggregate bandwidth for all neighboring zones  
Intrazone — definable call-by-call  
— Max bandwidth per call  
— Max aggregate bandwidth  
Auto-downspeeding if call exceeds per-call maximum  
Gateway load balancing  
Automatic network failover  
Provides capacity warnings for users and administrators

#### INTERFACES

4x 10/100/1000 Base-TX Ethernet ports (RJ-45) (front)  
1x RS232 console port (RJ-45) (front)

#### POWER

Auto-sensing 260W (Max) SBC BTU/hr power supply  
90-264V AC full range P 47-63Hz

#### COOLING SYSTEM

Six 40 mm fans for system cooling

#### SYSTEM CONTROL AND INDICATIONS

1x Power LED  
1x Alarm LED  
1x Power on/off switch (rear)  
4x Act/Link 10/100/1000 LEDs on Ethernet Ports

#### NETWORK

Supports DNS Addressing  
Supports IPv4 and IPv6 simultaneously  
Provides IPv4/IPv6 Translation Services

#### APPROVALS

Directive 73/23/EEC (Low Voltage Directive)  
— Standard EN 60950  
Directive 89/336/EEC (EMC Directive)  
— Standard EN 55022, Class A  
— Standard EN 55024  
— Standard EN 61000-3-2/-3  
Approved according to UL 60950 and  
CAN/CSA C22.2 No. 60950  
Complies with FCC15B Class A

#### DIMENSIONS

426(W) x 457.2(D) x 43.5(H) mm (16.8" x 9" x 1.7")  
1U rack-mount chassis

#### ENVIRONMENT

Operating temperature: 0° C to 40° C (32° F to 104° F)  
Storage temperature: 20° C to 50° C (4° F to 140° F)  
Relative humidity: 10% to 90% (Non-condensing)

#### CERTIFICATION

LVD 73/23/EEC  
EMC 89/366/EEC



VCS Version 3.1 is ICSA Labs Certified

#### AWARDS



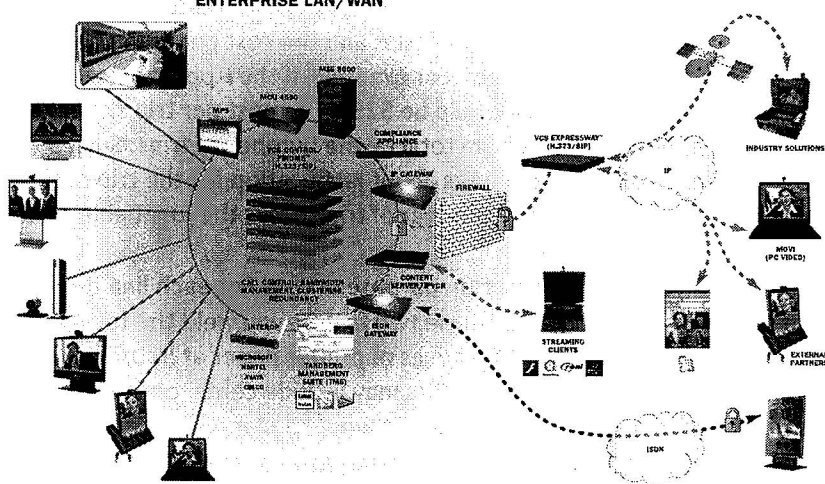
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#### ENTERPRISE LAN/WAN



#### TANDBERG

## Video Communication Server Expressway™

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October 2008

## **BTOP Public Computer Center and Sustainable Broadband Detailed Budget**

Please complete the Detailed Budget, breaking out individual line items under each category heading (add rows to each section as necessary to accommodate your line items). Please ensure line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). Also, you may utilize the provided space for additional notes, if desired (there is also a Budget Narrative question in the application in which you will provide narrative detail on this budget).

Specifics needed for each cost category line item:

**Personnel:** For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.*, for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Fringe:** For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applicable to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.* for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Equipment:** List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop will have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost indicate whether the unit cost has been impacted by a discount and for software equipment list specific package names.

**Travel:** For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (*e.g.*, trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

**Supplies:** Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

**Other:** Separate item types; for awareness program cost items, such as ads, separate ad types (radio, newspaper, etc) and include geography in which they will run.

**Contractual:** For each line item, identify the contractor and note the number of contracted hours of service.

and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

**Indirect:** Provide the indirect rate and basis used. In the space provided at the bottom of the page, briefly explain the calculation used to derive the indirect costs (including the indirect rate and basis, if included in the basis). If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

The category subtotals for this Detailed Budget should correspond to the data provided in your SF-424A, and both the SF-424 budget and this Detailed Budget should match the Federal Grant Request and Total Match Amount provided on the Project Budget page of the application. Please review both budget uploads, the budget narrative in the application, and the Project Budget page for consistency before submitting the application. If you are submitting a PCC project with a SF-424C instead of an SF-424A, the sections of this Detailed Budget will not align directly with the categories of the SF-424C, but you should complete this Detailed Budget, allocating costs to the appropriate cost categories.

The data provided via this template will be subject to automated processing. Applicants are therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, applicants should not modify the format of this file.

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**BTOP Public Computer Center and Sustainable Broadband Adoption  
Detailed Budget Template**

Easy Grants ID: 5180 May 26, 2010 revised  
Applicant: Oklahoma Department of Libraries  
Project Title: Get Connected @ Oklahoma Libraries

SF-424A Object Class Category		General			Detail				
a. Personnel - List position, number of staff, annual salaries, % time spent on project	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
Project Implementation Director	- Based in Oklahoma City, OK - Responsible for oversight of broadband connection upgrades and hardware purchases	\$68,108	\$21,892	\$90,000	1	\$75,000	40%	12	\$90,000
Grant Fiscal Administrator and Reporting Manager	- Based in Oklahoma City, OK - Responsible for local library and statewide compliance with grant regulations	\$68,108	\$21,892	\$90,000	1	\$85,714	35%	12	\$90,000
Training Coordinator	- Based in Oklahoma City, OK - Responsible for scheduling and evaluating technical, librarian, and E-Rate training	\$45,402	\$14,598	\$60,000	1	\$50,000	40%	12	\$60,000
<b>Subtotal</b>		<b>\$181,618</b>	<b>\$58,382</b>	<b>\$240,000</b>					

b. Fringe Benefits - Include salaries and fringe rate.	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Fringe Rate	Total
Project Implementation Director	- Based in Oklahoma City, OK - Responsible for oversight of broadband connection upgrades and hardware purchases	\$16,448	\$5,287	\$21,735	1	\$75,000	40%	12	24.15%	\$21,735
Grant Fiscal Administrator and Reporting Manager	- Based in Oklahoma City, OK - Responsible for local library and statewide compliance with grant regulations	\$16,448	\$5,287	\$21,735	1	\$85,714	35%	12	24.15%	\$21,735
Training Coordinator	- Based in Oklahoma City, OK - Responsible for scheduling and evaluating technical, librarian, and E-Rate training	\$10,965	\$3,525	\$14,490	1	\$50,000	40%	12	24.15%	\$14,490
<b>Subtotal</b>		<b>\$43,861</b>	<b>\$14,099</b>	<b>\$57,960</b>						

c. Travel - For significant costs, include details such as number and purpose of trips, destinations.	Purpose of Trip	Federal Support	Matching Support	Total	# of Trips	Cost per Trip	Total
Project administration travel costs	Cost of local library site visits incurred by the three project employees: - 10 trips per employee per year - Mileage (125 round trip at \$0.50 per mile), 2 days of meals at \$46 per diem, 1 hotel night at \$70 per trip  Cost per Trip Calculation: 125 miles * \$0.50 per mile = \$62.50 2 days * \$46 per diem = \$92.00 1 hotel night = \$70.00 \$62.50 + \$92.00 + \$70.00 = \$224.50  # of Trips Calculation: 10 trips per year * 3 years * 3 employees = 90 trips	\$15,290	\$4,915	\$20,205	90	\$224.50	\$20,205
				\$0			\$0
				\$0			\$0
				\$0			\$0



<b>Subtotal</b>	<b>\$15,290</b>	<b>\$4,915</b>	<b>\$20,205</b>
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<b>d. Equipment Costs - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user.</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units</b>	<b>Unit Cost</b>	<b>Total</b>
<b>Equipment Description</b>							
<b>Applicant Equipment</b>							
Central Video Conferencing Equipment	- Video conferencing equipment that will be purchased by ODL and stored in server room of video conferencing vendor: Media blade 20 port licenses Central server Training courses	\$147,749	\$47,492	\$195,241	1	\$195,241	\$195,241
				\$0			\$0
				\$0			\$0
				\$0			\$0
<b>User Equipment</b>							
				\$0			\$0
				\$0			\$0
				\$0			\$0
				\$0			\$0
<b>Subtotal</b>		<b>\$147,749</b>	<b>\$47,492</b>	<b>\$195,241</b>			

<b>e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units (If Applicable)</b>	<b>Unit Cost (If Applicable)</b>	<b>Total</b>
<b>Description</b>							
Poster printing	Cost of printing publicity posters over 3 year project	\$5,108	\$1,642	\$6,750	6,750	\$1.00	\$6,750
Brochure printing	Cost of printing outreach brochures over 3 year project	\$42,142	\$13,546	\$55,688	123,750	\$0.45	\$55,688
Flyer printing	Cost of printing outreach flyers over 3 year project	\$3,144	\$1,011	\$4,155	138,513	\$0.03	\$4,155
				\$0			\$0
<b>Subtotal</b>		<b>\$50,394</b>	<b>\$16,199</b>	<b>\$66,593</b>			

<b>f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># Hours (If Applicable)</b>	<b>Hourly Rate (If Applicable)</b>	<b>Total Contract</b>
<b>Contractor</b>							
Outsourced IT Support/Management	IT Systems Integrator hired on an hourly basis to: - Interface with service providers to ensure successful connectivity upgrades - Implement LAN and computing upgrades at each target library - Manage, monitor, and maintain connectivity and computing resources - Track and manage resolution of trouble tickets	\$136,215	\$43,785	\$180,000	\$1,500	\$120	\$180,000
Outsourced IT Support/Management Dispatch Fee	Total cost budgeted for dispatch costs to resolve trouble tickets at local libraries	\$30,270	\$9,730	\$40,000	N/A	N/A	\$40,000
E-Rate Manager and Coordinator	Public sector consulting firm hired to train local libraries in E-Rate application process	\$0	\$126,480	\$126,480	N/A	N/A	\$126,480
Graphic Design of Printed Materials	Professional graphic designer hired to create program logo and design templates for posters, flyers, and brochures	\$1,892	\$608	\$2,500	N/A	N/A	\$2,500
<b>Subtotal</b>		<b>\$168,377</b>	<b>\$180,603</b>	<b>\$348,980</b>			

<b>g. Construction - If applicable, list construction costs</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>
<b>Description</b>				
				\$0
				\$0
				\$0

				\$0
<b>Subtotal</b>		\$0	\$0	\$0

h. Other - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.		Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
	<b>Description</b>						
	Professional assistance with BTOP application development (funded by Gates Foundation matching contribution)	\$0	\$116,663	\$116,663	N/A	N/A	\$116,663
	CSMG Consulting Fee	\$150,763	\$48,461	\$199,224	N/A	N/A	\$199,224
	Annual Recurring Video Conferencing Charges						
	Two years of service and support for room-based video conferencing equipment located in central server room and at local libraries						
	Sum of monthly cost of 12' x 25' billboard rental	\$20,130	\$6,470	\$26,600	28	\$950.00	\$26,600
	- Billboards will be located at major highway intersections in OK						
	- 28 billboard months over first and second years of project						
	12' x 25' Billboard Rental						
	Sum of rodeo event sponsorship spending over 3 years	\$8,173	\$2,627	\$10,800	12	\$900.00	\$10,800
	- 4 events per year, 1 in each corner of OK						
	Sponsorship cost includes:						
	- Space for 3 banners at rodeo arena						
	- Announcements over public address system						
	- Half page ad in rodeo program						
	Rodeo Sponsorships						
	<b>Subrecipient Costs</b>						
	<b>d) Equipment</b>						
	Desktop computer carrel and wiring	\$14,267	\$4,586	\$18,853	39	\$483.40	\$18,853
	Work carrel and electrical and ethernet wiring						
	WiFi Router	\$6,471	\$2,080	\$8,551	42	\$203.60	\$8,551
	Linksys Dual N-Band Wireless Router						
	Ethernet Router	\$19,404	\$6,237	\$25,641	13	\$1,972.40	\$25,641
	Cisco 2911 Integrated Services Router						
	T3 and fractional T3 Router	\$262,355	\$84,331	\$346,686	23	\$15,073.29	\$346,686
	Cisco 3945 Integrated Services Router plus T3 network module						
	Multiple T1 Router	\$20,370	\$6,548	\$26,918	6	\$4,486.40	\$26,918
	Cisco 2811 Integrated Services Router plus 3 WAN interface cards						
	24-Port Switch	\$9,235	\$2,969	\$12,204	36	\$339.00	\$12,204
	Prosafe Gigabit Smart Switch						
	48-Port Switch	\$3,010	\$968	\$3,978	6	\$663.00	\$3,978
	Prosafe Gigabit Smart Switch						
	Firewall	\$19,356	\$6,222	\$25,578	42	\$609.00	\$25,578
	Netgear UTM10						
	Laptop computer, peripherals, and software:	\$282,343	\$90,757	\$373,100	287	\$1,300.00	\$373,100
	- Mouse						
	- Microsoft Office software						
	Laptop Computer Bundle						
	Hardware, peripherals, and software:	\$35,416	\$11,384	\$46,800	39	\$1,200.00	\$46,800
	- PC						
	- Monitor						
	- Mouse						
	- Keyboard						
	- Microsoft Office						
	Desktop Computer Bundle						
	Netbook computer, peripherals, and software:	\$6,395	\$2,055	\$8,450	13	\$650.00	\$8,450
	- Mouse						
	- Carrying case						
	- Microsoft Office software						
	Netbook Computer Bundle						
	Room-Based Video Conferencing Unit	\$557,801	\$179,299	\$737,100	36	\$20,475.00	\$737,100
	42" LCD screen and 1080p HD Camera plus on-site installation						
	- 720p HD Camera	\$50,061	\$16,091	\$66,152	326	\$202.92	\$66,152
	- Desktop Microphone						
	- Noise-Cancelling Headphones						
	Desktop-Based Video Conferencing						
	Laser Printer	\$2,918	\$938	\$3,856	8	\$482.00	\$3,856
	HP LaserJet P2055d						
	Projector Bundle	\$3,301	\$1,061	\$4,362	3	\$1,454.00	\$4,362
	Table projector (Epson PowerLite 826W) and screen						
	Computer Lab Tables	\$2,649	\$851	\$3,500	7	\$500.00	\$3,500
	Two-computer table with electrical cord organizer						
	Computer Lab Chairs	\$1,514	\$486	\$2,000	10	\$200.00	\$2,000
	Adjustable-height office chairs						
	<b>g) Construction</b>						

Talequah Public Library room renovations	Walls, electricity, networking, furniture and 20' by 20' computer room	\$28,757	\$9,243	\$38,000	N/A	N/A	\$38,000
Shawnee Public Library room renovations	20' by 20' computer room	\$49,189	\$15,811	\$65,000	N/A	N/A	\$65,000
Miami Public Library room renovations	2 walls, electricity, lighting	\$10,632	\$3,418	\$14,050	N/A	N/A	\$14,050
h) Other							
BTOP-funded monthly recurring broadband charges	Post-E-Rate portion of monthly broadband charges for 8 quarters	\$161,451	\$51,897	\$213,348	N/A	N/A	\$213,348
Library-funded monthly recurring broadband charges	Incremental connectivity cost incurred by libraries for 1 quarter	\$0	\$26,669	\$26,669	N/A	N/A	\$26,669
<b>Subtotal</b>		<b>\$1,725,961</b>	<b>\$698,122</b>	<b>\$2,424,083</b>			

<b>I. Total Direct Charges (sum of a-h)</b>	<b>\$2,333,250</b>	<b>\$1,019,812</b>	<b>\$3,353,062</b>
<b>J. Indirect Charges</b>			<b>\$0.00</b>
<b>Total Eligible Project Costs</b>	<b>\$2,333,250</b>	<b>\$1,019,812</b>	<b>\$3,353,062</b>
<b>Match Percentage</b>	<b>30.4%</b>		

**Explanation of Indirect Charges**

No indirect cost rate has been assumed. ODL has no pre-approved rate.

**Additional Budget Notes**

# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. BTOP	11.557	\$	\$	\$ 2,333,250.00	\$ 1,019,812.00	\$ 3,353,062.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 2,333,250.00	\$ 1,019,812.00	\$ 3,353,062.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1)	Federal	(2)	Non-Federal	(3)	
a. Personnel	\$	181,618.00	\$	58,382.00	\$	\$ 240,000.00
b. Fringe Benefits		43,861.00		14,099.00		57,960.00
c. Travel		15,290.00		4,915.00		20,205.00
d. Equipment		147,749.00		47,492.00		195,241.00
e. Supplies		50,394.00		16,199.00		66,593.00
f. Contractual		168,377.00		180,603.00		348,980.00
g. Construction		0.00		0.00		0.00
h. Other		1,725,961.00		698,122.00		2,424,083.00
i. Total Direct Charges (sum of 6a-6h)		2,333,250.00		1,019,812.00	0.00	3,353,062.00
j. Indirect Charges						0.00
k. TOTALS (sum of 6i and 6j)	\$	2,333,250.00	\$	1,019,812.00	\$ 0.00	\$ 3,353,062.00
7. Program Income	\$		\$		\$	\$ 0.00

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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. BTOP	\$ 0.00	\$ 0.00	\$ 1,019,812.00	\$ 1,019,812.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 1,019,812.00	\$ 1,019,812.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.BTOP	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks: Revised May 26, 2010 line 21 22 23 Fringe Benefits was adjusted to display 24.15% to account for rounding format and line 102 Tahlequah square footage was adjusted to 380 sq ft @ \$100 per sq ft as provided by Tahlequah librarian.					

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in Column (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.



## MEMORANDUM

To: BTOP Program Staff  
National Telecommunications & Information Administration  
Department of Commerce

From: Name of Authorized Organization Representative (AOR):  
\_Vicki Lynne Mohr\_  
Legal Name of Applicant \_Oklahoma Department of Libraries\_  
EasyGrants ID \_5180\_

Memo Date: 05/26/10

Re: Revised Response to Questions 8 and 44 Included on BTOP  
Application Originally Submitted on 05/21/10

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This memorandum documents our formal submission of a revised response to Question(s) 8 of our organization's BTOP application (EasyGrants ID 5180), as follows:

**Question 8: Other Applications**

*Please see the revised response below.*

An incorrect project title was provided for the State of Oklahoma's CCI BTOP application under "Other Applications" category. At the time of our PCC BTOP application submission, the title for Oklahoma's CCI BTOP application was not finalized. The project title is now known to be: "Oklahoma Community Anchor Network (OCAN)" not Oklahoma Knowledge and Innovation Network (OKAIN) as suggested in our original application

**Question 44: Budget Narrative**

*Please see the revised response below.*

As advised by Katherine Scott by phone 12:25 CDT 5/26/10, we do not need to answer this question as no numerical changes are needed in the budget narrative.

## CERTIFICATION REGARDING LOBBYING LOWER TIER COVERED TRANSACTIONS

Applicants should review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying."

### LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that 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 in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 section 1352, title 31, U.S. Code. 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 occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

NAME OF APPLICANT

Oklahoma Department of Libraries

AWARD NUMBER AND/OR PROJECT NAME

5180 Get Connected @ Oklahoma Libraries

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Susan C. McVey, Director

SIGNATURE

*Susan C. McVey*

DATE

05/19/2010

## CERTIFICATION REGARDING LOBBYING

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

### LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that 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 in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal 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.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 section 1352, title 31, U.S. Code. 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 occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

### Statement for Loan Guarantees and Loan Insurance

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

In any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

NAME OF APPLICANT

Oklahoma Department of Libraries

AWARD NUMBER AND/OR PROJECT NAME

5180 Get Connected @ Oklahoma Libraries

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Susan C. McVey, Director

SIGNATURE

*Susan C. McVey*

DATE

05/19/2010

## **BTOP Public Computer Center and Sustainable Broadband Detailed Budget**

Please complete the Detailed Budget, breaking out individual line items under each category heading (add rows to each section as necessary to accommodate your line items). Please ensure line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). Also, you may utilize the provided space for additional notes, if desired (there is also a Budget Narrative question in the application in which you will provide narrative detail on this budget).

Specifics needed for each cost category line item:

**Personnel:** For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.*, for employees each working for one year, Quarters Employed should be 4 rather than 8).

**Fringe:** For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applicable to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.* for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Equipment:** List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop will have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost indicate whether the unit cost has been impacted by a discount and for software equipment list specific package names.

**Travel:** For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (*e.g.*, trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

**Supplies:** Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

**Other:** Separate item types; for awareness program cost items, such as ads, separate ad types (radio, newspaper, etc) and include geography in which they will run.

**Contractual:** For each line item, identify the contractor and note the number of contracted hours of service.

and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

**Indirect:** Provide the indirect rate and basis used. In the space provided at the bottom of the page, briefly explain the calculation used to derive the indirect costs (including the indirect rate and basis, if included in the basis). If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

The category subtotals for this Detailed Budget should correspond to the data provided in your SF-424A, and both the SF-424 budget and this Detailed Budget should match the Federal Grant Request and Total Match Amount provided on the Project Budget page of the application. Please review both budget uploads, the budget narrative in the application, and the Project Budget page for consistency before submitting the application. If you are submitting a PCC project with a SF-424C instead of an SF-424A, the sections of this Detailed Budget will not align directly with the categories of the SF-424C, but you should complete this Detailed Budget, allocating costs to the appropriate cost categories.

The data provided via this template will be subject to automated processing. Applicants are therefore required to provide this upload as an Excel file, and not to convert it to a PDF prior to upload. Additionally, applicants should not modify the format of this file.



## State of Oklahoma Office of State Finance

## Cash Basis Financial Statements

Beginning Date 07/01/2005 Ending Date 06/30/2007

From Period: 1 To Period: 12

Business Unit : 43000

Department of Libraries

Class Funding : 197 General Revenue		Fund Code:1000 General Fund - No Divisions	<u>FY 2007</u>	<u>FY 2006</u>	<u>Increase/(Decrease)</u>	<u>% Change</u>
<b>Assets</b>						
101000	Cash - Combining Trial Balance		368,169.93	0.00	368,169.93	0.00
Total Assets			368,169.93	0.00	368,169.93	0.00
<b>Liabilities</b>						
202000	Accounts Payable		0.00	0.00	0.00	0.00
Total Liabilities			0.00	0.00	0.00	0.00
<b>Expenses</b>						
511000	Salary Expense		1,902,222.14	0.00	1,902,222.14	0.00
512000	Insur.Prem-Hlth-Life,etc		340,893.62	0.00	340,893.62	0.00
513000	FICA-Retirement Contributions		388,276.77	0.00	388,276.77	0.00
515000	Professional Services		69,280.29	0.00	69,280.29	0.00
521000	Travel - Reimbursements		18,036.74	0.00	18,036.74	0.00
522000	Travel - Agency Direct Pmts		4,083.80	0.00	4,083.80	0.00
531000	Misc. Administrative Expenses		976,517.74	0.00	976,517.74	0.00
532000	Rent Expense		82,888.41	0.00	82,888.41	0.00
533000	Maintenance & Repair Expense		29,638.00	0.00	29,638.00	0.00
535000	Production,Safety,Security Exp		1,349.59	0.00	1,349.59	0.00
536000	General Operating Expenses		42,140.36	0.00	42,140.36	0.00
541000	Office Furniture & Equipment		40,805.77	0.00	40,805.77	0.00
542000	Library Equipment-Resources		276,237.84	0.00	276,237.84	0.00
553000	Refunds,Idemnities,Restitution		0.00	0.00	0.00	0.00
555000	Pmts-Local Gov't,Non-Profits		2,307,190.00	0.00	2,307,190.00	0.00
Total Expenses			6,479,561.07	0.00	6,479,561.07	0.00
<b>Transfers</b>						
601000	AFP Encumbrances		0.00	0.00	0.00	0.00
631000	Transfers In		(6,847,731.00)	0.00	6,847,731.00	0.00
Total Transfers			(6,847,731.00)	0.00		
<b>Change in Fund Balance</b>						
(Increase)/Decrease in F\B			(368,169.93)	0.00		
<b>Beginning Fund Balance</b>						
350000	FB- Unreserved/Undesignated		0.00	0.00	0.00	0.00
Ending Fund Balance			(368,169.93)	0.00	368,169.93	0.00



State of Oklahoma Office of State Finance  
Cash Basis Financial Statements

Beginning Date 07/01/2006 Ending Date 06/30/2008

From Period: 1 To Period: 12

Business Unit : 43000

Department of Libraries

Class Funding : 198		Fund Code:1000	FY 2008	FY 2007	Increase/(Decrease)	% Change
General Revenue		General Fund - No Divisions				
<b>Assets</b>						
101000	Cash - Combining Trial Balance		475,554.80	0.00	475,554.80	0.00
Total Assets			475,554.80	0.00	475,554.80	0.00
<b>Liabilities</b>						
201100	Statutorily Cancelled Warrants		0.00	0.00	0.00	0.00
202000	Accounts Payable		0.00	0.00	0.00	0.00
Total Liabilities			0.00	0.00	0.00	0.00
<b>Expenses</b>						
511000	Salary Expense		1,763,697.78	0.00	1,763,697.78	0.00
512000	Insur.Prem-Hlth-Life,etc		340,455.34	0.00	340,455.34	0.00
513000	FICA-Retirement Contributions		372,057.50	0.00	372,057.50	0.00
515000	Professional Services		69,503.88	0.00	69,503.88	0.00
521000	Travel - Reimbursements		27,898.34	0.00	27,898.34	0.00
522000	Travel - Agency Direct Pmts		22,219.74	0.00	22,219.74	0.00
531000	Misc. Administrative Expenses		999,072.18	0.00	999,072.18	0.00
532000	Rent Expense		84,602.30	0.00	84,602.30	0.00
533000	Maintenance & Repair Expense		5,105.21	0.00	5,105.21	0.00
535000	Production,Safety,Security Exp		1,555.81	0.00	1,555.81	0.00
536000	General Operating Expenses		45,748.60	0.00	45,748.60	0.00
541000	Office Furniture & Equipment		54,469.14	0.00	54,469.14	0.00
542000	Library Equipment-Resources		297,037.44	0.00	297,037.44	0.00
555000	Pmts-Local Gov't,Non-Profits		2,735,830.98	0.00	2,735,830.98	0.00
Total Expenses			6,819,254.24	0.00	6,819,254.24	0.00
<b>Transfers</b>						
601000	AFP Encumbrances		46.96	0.00	46.96	0.00
631000	Transfers In		(7,294,856.00)	0.00	7,294,856.00	0.00
Total Transfers			(7,294,809.04)	0.00		
<b>Change in Fund Balance</b>						
(Increase)\Decrease in F\B			(475,554.80)	0.00		
<b>Beginning Fund Balance</b>						
350000	FB- Unreserved/Undesignated		0.00	0.00	0.00	0.00
Ending Fund Balance			(475,554.80)	0.00	475,554.80	0.00





State of Oklahoma Office of State Finance  
Cash Basis Financial Statements  
Beginning Date 07/01/2007 Ending Date 06/30/2009  
From Period: 1 To Period : 12  
Business Unit : 43000 Department of Libraries

Class Funding : 199		Fund Code:1000	FY 2009	FY 2008	Increase/(Decrease)	% Change
General Revenue Fund		General Fund - No Divisions				
<b>Assets</b>						
101000	Cash - Combining Trial Balance		484,775.10	(271.80)	485,046.90	(178,457.28)
Total Assets			484,775.10	(271.80)	485,046.90	(178,457.28)
<b>Liabilities</b>						
201100	Statutorily Cancelled Warrants		0.00	0.00	0.00	0.00
202000	Accounts Payable		0.00	0.00	0.00	0.00
Total Liabilities			0.00	0.00	0.00	0.00
<b>Expenses</b>						
511000	Salary Expense		2,156,062.94	0.00	2,156,062.94	0.00
512000	Insur.Prem-Hlth-Life,etc		439,849.82	0.00	439,849.82	0.00
513000	FICA-Retirement Contributions		478,330.34	0.00	478,330.34	0.00
515000	Professional Services		91,702.61	0.00	91,702.61	0.00
521000	Travel - Reimbursements		25,144.21	0.00	25,144.21	0.00
522000	Travel - Agency Direct Pmts		8,158.56	0.00	8,158.56	0.00
531000	Misc. Administrative Expenses		340,084.73	0.00	340,084.73	0.00
532000	Rent Expense		86,312.26	0.00	86,312.26	0.00
533000	Maintenance & Repair Expense		50,906.13	0.00	50,906.13	0.00
534000	Specialized Sup & Mat.Expense		55.35	0.00	55.35	0.00
535000	Production,Safety,Security Exp		1,481.80	0.00	1,481.80	0.00
536000	General Operating Expenses		58,639.35	0.00	58,639.35	0.00
539000	Inter/Intra Agency Pmts-Admin		14.00	0.00	14.00	0.00
541000	Office Furniture & Equipment		20,234.10	0.00	20,234.10	0.00
542000	Library Equipment-Resources		297,540.58	0.00	297,540.58	0.00
546000	Buildings-Purch.,Constr,Renov.		5,957.43	0.00	5,957.43	0.00
555000	Pmts-Local Gov't,Non-Profits		2,740,792.69	0.00	2,740,792.69	0.00
Total Expenses			6,801,266.90	0.00	6,801,266.90	0.00
<b>Transfers</b>						
631000	Transfers In		(7,286,042.00)	271.80	7,286,313.80	(2,680,762.99)
Total Transfers			(7,286,042.00)	271.80		
<b>Change in Fund Balance</b>						
(Increase)\Decrease in FVB			(484,775.10)	271.80		
<b>Beginning Fund Balance</b>						
350000	FB- Unreserved/Undesignated		0.00	0.00	0.00	0.00
Ending Fund Balance			(484,775.10)	271.80	485,046.90	(178,457.28)

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**BTOP Public Computer Center and Sustainable Broadband Adoption  
Detailed Budget Template**

Easy Grants ID: 5180  
 Applicant: Oklahoma Department of Libraries  
 Project Title: Get Connected @ Oklahoma Libraries

SF-424A Object Class Category		General			Detail					
a. Personnel - List position, number of staff, annual salaries, % time spent on project		Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
Project Implementation Director		- Based in Oklahoma City, OK - Responsible for oversight of broadband connection upgrades and hardware purchases	\$68,108	\$21,892	\$90,000	1	\$75,000	40%	12	\$90,000
Grant Fiscal Administrator and Reporting Manager		- Based in Oklahoma City, OK - Responsible for local library and statewide compliance with grant regulations	\$68,108	\$21,892	\$90,000	1	\$85,714	35%	12	\$90,000
Training Coordinator		- Based in Oklahoma City, OK - Responsible for scheduling and evaluating technical, librarian, and E-Rate training	\$45,402	\$14,598	\$60,000	1	\$50,000	40%	12	\$60,000
Subtotal			\$181,618	\$58,382	\$240,000					

<b>b. Fringe Benefits</b> - Include salaries and fringe rate.		<b>Position</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># of Positions</b>	<b>Salary</b>	<b>% Time Spent on Project</b>	<b>Quarters Employed</b>	<b>Fringe Rate</b>	<b>Total</b>
Project Implementation Director		- Based in Oklahoma City, OK - Responsible for oversight of broadband connection upgrades and hardware purchases	\$16,448	\$5,287	\$21,735	1	\$75,000	40%	12	24%	\$21,735
Grant Fiscal Administrator and Reporting Manager		- Based in Oklahoma City, OK - Responsible for local library and statewide compliance with grant regulations	\$16,448	\$5,287	\$21,735	1	\$85,714	35%	12	24%	\$21,735
Training Coordinator		- Based in Oklahoma City, OK - Responsible for scheduling and evaluating technical, librarian, and E-Rate training	\$10,965	\$3,525	\$14,490	1	\$50,000	40%	12	24%	\$14,490
<b>Subtotal</b>			<b>\$43,861</b>	<b>\$14,099</b>	<b>\$57,960</b>						

<b>c. Travel</b> - For significant costs, include details such as number and purpose of trips, destinations.		<b>Purpose of Trip</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># of Trips</b>	<b>Cost per Trip</b>	<b>Total</b>
Project administration travel costs		Cost of local library site visits incurred by the three project employees: - 10 trips per employee per year - Mileage (125 round trip at \$0.50 per mile), 2 days of meals at \$46 per diem, 1 hotel night at \$70 per trip  Cost per Trip Calculation: 125 miles * \$0.50 per mile = \$62.50 2 days * \$46 per diem = \$92.00 1 hotel night = \$70.00 \$62.50 + \$92.00 + \$70.00 = \$224.50  # of Trips Calculation: 10 trips per year * 3 years * 3 employees = 90 trips	\$15,290	\$4,915	\$20,205	90	\$224.50	\$20,205
					\$0			\$0
					\$0			\$0
					\$0			\$0

<b>Subtotal</b>		<b>\$15,290</b>	<b>\$4,915</b>	<b>\$20,205</b>
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<b>d. Equipment Costs - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user.</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units</b>	<b>Unit Cost</b>	<b>Total</b>
<b>Equipment Description</b>							
<b>Applicant Equipment</b>							
Central Video Conferencing Equipment	- Video conferencing equipment that will be purchased by ODL and stored in server room of video conferencing vendor: Media blade 20 port licenses Central server Training courses	\$147,749	\$47,492	\$195,241	1	\$195,241	\$195,241
				\$0			\$0
				\$0			\$0
				\$0			\$0
<b>User Equipment</b>							
				\$0			\$0
				\$0			\$0
				\$0			\$0
				\$0			\$0
<b>Subtotal</b>		<b>\$147,749</b>	<b>\$47,492</b>	<b>\$195,241</b>			

<b>e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units (If Applicable)</b>	<b>Unit Cost (If Applicable)</b>	<b>Total</b>
<b>Description</b>							
Poster printing	Cost of printing publicity posters over 3 year project	\$5,108	\$1,642	\$6,750	6,750	\$1.00	\$6,750
Brochure printing	Cost of printing outreach brochures over 3 year project	\$42,142	\$13,546	\$55,688	123,750	\$0.45	\$55,688
Flyer printing	Cost of printing outreach flyers over 3 year project	\$3,144	\$1,011	\$4,155	138,513	\$0.03	\$4,155
				\$0			\$0
<b>Subtotal</b>		<b>\$50,394</b>	<b>\$16,199</b>	<b>\$66,593</b>			

<b>f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># Hours (If Applicable)</b>	<b>Hourly Rate (If Applicable)</b>	<b>Total Contract</b>
<b>Contractor</b>							
Outsourced IT Support/Management	IT Systems Integrator hired on an hourly basis to: - Interface with service providers to ensure successful connectivity upgrades - Implement LAN and computing upgrades at each target library - Manage, monitor, and maintain connectivity and computing resources - Track and manage resolution of trouble tickets	\$136,215	\$43,785	\$180,000	\$1,500	\$120	\$180,000
Outsourced IT Support/Management Dispatch Fee	Total cost budgeted for dispatch costs to resolve trouble tickets at local libraries	\$30,270	\$9,730	\$40,000	N/A	N/A	\$40,000
E-Rate Manager and Coordinator	Public sector consulting firm hired to train local libraries in E-Rate application process	\$0	\$126,480	\$126,480	N/A	N/A	\$126,480
Graphic Design of Printed Materials	Professional graphic designer hired to create program logo and design templates for posters, flyers, and brochures	\$1,892	\$608	\$2,500	N/A	N/A	\$2,500
<b>Subtotal</b>		<b>\$168,377</b>	<b>\$180,603</b>	<b>\$348,980</b>			

<b>g. Construction - If applicable, list construction costs</b>		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>
<b>Description</b>				
				\$0
				\$0
				\$0

				\$0
<b>Subtotal</b>		\$0	\$0	\$0

h. Other - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.		Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
CSMG Consulting Fee	Professional assistance with BTOP application development (funded by Gates Foundation matching contribution)	\$0	\$116,663	\$116,663	N/A	N/A	\$116,663
Annual Recurring Video Conferencing Charges	Two years of service and support for room-based video conferencing equipment located in central server room and at local libraries	\$150,763	\$48,461	\$199,224	N/A	N/A	\$199,224
12' x 25' Billboard Rental	Sum of monthly cost of 12' x 25' billboard rental - Billboards will be located at major highway intersections in OK - 28 billboard months over first and second years of project	\$20,130	\$6,470	\$26,600	28	\$950.00	\$26,600
Rodeo Sponsorships	Sum of rodeo event sponsorship spending over 3 years - 4 events per year, 1 in each corner of OK Sponsorship cost includes: - Space for 3 banners at rodeo arena - Announcements over public address system - Half page ad in rodeo program	\$8,173	\$2,627	\$10,800	12	\$900.00	\$10,800
<b>Subrecipient Costs</b>							
d) Equipment							
Desktop computer carrel and wiring	Work carrel and electrical and ethernet wiring	\$14,267	\$4,586	\$18,853	39	\$483.40	\$18,853
WiFi Router	Linksys Dual N-Band Wireless Router	\$6,471	\$2,080	\$8,551	42	\$203.60	\$8,551
Ethernet Router	Cisco 2911 Integrated Services Router	\$19,404	\$6,237	\$25,641	13	\$1,972.40	\$25,641
T3 and fractional T3 Router	Cisco 3945 Integrated Services Router plus T3 network module	\$262,355	\$84,331	\$346,686	23	\$15,073.29	\$346,686
Multiple T1 Router	Cisco 2811 Integrated Services Router plus 3 WAN interface cards	\$20,370	\$6,548	\$26,918	6	\$4,486.40	\$26,918
24-Port Switch	Prosafe Gigabit Smart Switch	\$9,235	\$2,969	\$12,204	36	\$339.00	\$12,204
48-Port Switch	Prosafe Gigabit Smart Switch	\$3,010	\$968	\$3,978	6	\$663.00	\$3,978
Firewall	Netgear UTM10	\$19,356	\$6,222	\$25,578	42	\$609.00	\$25,578
Laptop Computer Bundle	Laptop computer, peripherals, and software: - Mouse - Microsoft Office software	\$282,343	\$90,757	\$373,100	287	\$1,300.00	\$373,100
Desktop Computer Bundle	Hardware, peripherals, and software: - PC - Monitor - Mouse - Keyboard - Microsoft Office	\$35,416	\$11,384	\$46,800	39	\$1,200.00	\$46,800
Netbook Computer Bundle	Netbook computer, peripherals, and software: - Mouse - Carrying case - Microsoft Office software	\$6,395	\$2,055	\$8,450	13	\$650.00	\$8,450
Room-Based Video Conferencing Unit	42" LCD screen and 1080p HD Camera plus on-site installation	\$557,801	\$179,299	\$737,100	36	\$20,475.00	\$737,100
Desktop-Based Video Conferencing	- 720p HD Camera - Desktop Microphone - Noise-Cancelling Headphones	\$50,061	\$16,091	\$66,152	326	\$202.92	\$66,152
Laser Printer	HP LaserJet P2055d	\$2,918	\$938	\$3,856	8	\$482.00	\$3,856
Projector Bundle	Table projector (Epson PowerLite 826W) and screen	\$3,301	\$1,061	\$4,362	3	\$1,454.00	\$4,362
Computer Lab Tables	Two-computer table with electrical cord organizer	\$2,649	\$851	\$3,500	7	\$500.00	\$3,500
Computer Lab Chairs	Adjustable-height office chairs	\$1,514	\$486	\$2,000	10	\$200.00	\$2,000
g) Construction							

Talequah Public Library room renovations	Walls, electricity, network cabling, furniture, etc. for 40' by 40' room	\$28,757	\$9,243	\$38,000	N/A	N/A	\$38,000
Shawnee Public Library room renovations	20' by 20' computer room	\$49,189	\$15,811	\$65,000	N/A	N/A	\$65,000
Miami Public Library room renovations	2 walls, electricity, lighting	\$10,632	\$3,418	\$14,050	N/A	N/A	\$14,050
h) Other							
BTOP-funded monthly recurring broadband charges	Post-E-Rate portion of monthly broadband charges for 8 quarters	\$161,451	\$51,897	\$213,348	N/A	N/A	\$213,348
Library-funded monthly recurring broadband charges	Incremental connectivity cost incurred by libraries for 1 quarter	\$0	\$26,669	\$26,669	N/A	N/A	\$26,669
<b>Subtotal</b>		<b>\$1,725,961</b>	<b>\$698,122</b>	<b>\$2,424,083</b>			

<b>i. Total Direct Charges (sum of a-h)</b>	<b>\$2,333,250</b>	<b>\$1,019,812</b>	<b>\$3,353,062</b>
<b>j. Indirect Charges</b>			<b>\$0.00</b>
<b>Total Eligible Project Costs</b>	<b>\$2,333,250</b>	<b>\$1,019,812</b>	<b>\$3,353,062</b>
<b>Match Percentage</b>	<b>30.4%</b>		

Explanation of Indirect Charges

No indirect cost rate has been assumed. ODL has no pre-approved rate.

Additional Budget Notes



# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. BTOP	11.557	\$	\$	\$ 2,333,250.00	\$ 1,019,812.00	\$ 3,353,062.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 2,333,250.00	\$ 1,019,812.00	\$ 3,353,062.00

SECTION B - BUDGET CATEGORIES					
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Federal	(2) Non-Federal	(3)		
a. Personnel	\$ 181,618.00	\$ 58,382.00	\$	\$	\$ 240,000.00
b. Fringe Benefits	43,861.00	14,099.00			57,960.00
c. Travel	15,290.00	4,915.00			20,205.00
d. Equipment	147,749.00	47,492.00			195,241.00
e. Supplies	50,394.00	16,199.00			66,593.00
f. Contractual	168,377.00	180,603.00			348,980.00
g. Construction	0.00	0.00			0.00
h. Other	1,725,961.00	698,122.00			2,424,083.00
i. Total Direct Charges (sum of 6a-6h)	2,333,250.00	1,019,812.00	0.00	0.00	3,353,062.00
j. Indirect Charges					0.00
k. TOTALS (sum of 6i and 6j)	\$ 2,333,250.00	\$ 1,019,812.00	\$ 0.00	\$ 0.00	\$ 3,353,062.00

7. Program Income	\$	\$	\$	\$	\$ 0.00
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Standard Form 424A (Rev. 7-97)  
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. BTOP	\$ 0.00	\$ 0.00	\$ 1,019,812.00	\$ 1,019,812.00	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 0.00	\$ 0.00	\$ 1,019,812.00	\$ 1,019,812.00	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 0.00	\$	\$	\$	\$
14. Non-Federal	0.00				
15. TOTAL (sum of lines 13 and 14)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.BTOP	\$	\$	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks:					

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

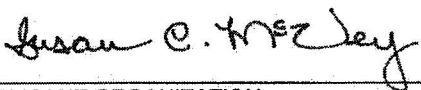
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET.  
SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Director	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Oklahoma Department of Libraries		March 12, 2010	



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**U.S. Department of Commerce  
Broadband Technology Opportunities Program  
Authentication and Certifications**

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1. I certify that I am the duly Authorized Organization Representative (AOR) of the applicant organization, and that I have been authorized to submit the attached application on its behalf.
2. I certify that I have examined this application, that all of the information and responses in this application, including certifications, and forms submitted, all of which are part of this grant application, are material representations of fact and true and correct to the best of my knowledge, that the entity(ies) that is requesting grant funding pursuant to this application and any subgrantees and subcontractors will comply with the terms, conditions, purposes, and federal requirements of the grant program; that no kickbacks were paid to anyone; and that a false, fictitious, or fraudulent statements or claims on this application are grounds for denial or termination of a grant award, and/or possible punishment by a fine or imprisonment as provided in 18 U.S.C. §1001 and civil violations of the False Claims Act.
3. I certify that the entity(ies) I represent has and will comply with all applicable federal, state, and local laws, rules, regulations, ordinances, codes, orders and programmatic rules and requirements relating to the project. I acknowledge that failure to do so may result in rejection or deobligation of the grant or loan award. I acknowledge that failure to comply with all federal and program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
4. I certify that the entity(ies) I represent has and will comply with all applicable administrative and federal statutory, regulatory, and policy requirements set forth in the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements ("DOC Pre-Award Notification"), published in the Federal Register on February 11, 2008 (73 FR 7696), as amended; DOC Financial Assistance Standard Terms and Conditions (Mar. 8, 2009); the Department of Commerce American Recovery and Reinvestment Act Award Terms (Apr. 9, 2009); and any Special Award Terms and Conditions that are included by the Grants Officer in the award.
5. I certify that any funds awarded to the entity(ies) I represent as a result of this application will not result in any unjust enrichment of such entity(ies) or duplicate any funds such entity(ies) receives under federal universal service support programs administered by the Universal Service Administrative Corporation (USAC).
6. I certify that the entity(ies) I represent has secured access to pay the 20% of total project cost or has petitioned the Assistant Secretary of NTIA for a waiver of the matching requirement.

\_\_\_\_\_  
Date      March 12, 2010

  
\_\_\_\_\_  
Authorized Organization Representative Signature

\_\_\_\_\_  
Print Name      Susan C. McVey

\_\_\_\_\_  
Title      Director





**OKLAHOMA SECRETARY OF STATE**

2300 N. LINCOLN BLVD. ROOM 101

OKLAHOMA CITY, OK 73105-4897

M. Susan Savage  
Secretary of State

(405) 521-3912  
Fax # (405) 521-3771

Brad Henry  
Governor

March 13, 2010

The Honorable Larry Strickland, Administrator  
National Telecommunications and Information Administration  
1401 Constitution Avenue, N.W.  
Washington, District of Columbia 20230

Dear Administrator Strickland:

I am writing to express my support for the Oklahoma Department of Libraries' Public Computing Center grant application (EasyGrant ID#5180).

Many Oklahomans face challenges in finding the affordable broadband services that are critical in gaining access to education, health, small business and employment information. We have orchestrated a coordinated effort involving many state agencies, community partners and the private sector to effectively address these needs.

The Oklahoma Department of Libraries proposal is a key component of this effort and will provide public access to equipment and services to libraries across the state. Our libraries are critical anchor institutions that are uniquely positioned to provide vulnerable Oklahomans free access to online services. This endeavor will enable these citizens to address education, health, and employment needs that will enrich their quality of life.

This application is a complement to Oklahoma's pending Comprehensive Community Infrastructure application. Oklahoma's existing broadband infrastructure combined with the Oklahoma Department of Libraries proposed expansion will result in high speed connectivity at affordable prices for the public libraries in the Public Computing Center application.

Please do not hesitate to contact me should you have questions, comments or require additional information. Thank you for your attention to this matter.

Sincerely,

A handwritten signature in cursive script that reads "M. Susan Savage".

M. Susan Savage  
Oklahoma Secretary of State

Cc: Susan McVey, Director  
Oklahoma Department of Libraries

## MEMORANDUM

To: BTOP Program Staff  
National Telecommunications & Information Administration  
Department of Commerce

From: Name of Authorized Organization Representative (AOR):  
\_Vicki Lynne Mohr\_  
Legal Name of Applicant \_Oklahoma Department of Libraries\_  
EasyGrants ID \_5180\_

Memo Date: 05/26/10

Re: Revised Response to Questions 8 and 44 Included on BTOP  
Application Originally Submitted on 05/21/10

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This memorandum documents our formal submission of a revised response to Question(s) 8 of our organization's BTOP application (EasyGrants ID 5180), as follows:

**Question 8: Other Applications**

*Please see the revised response below.*

An incorrect project title was provided for the State of Oklahoma's CCI BTOP application under "Other Applications" category. At the time of our PCC BTOP application submission, the title for Oklahoma's CCI BTOP application was not finalized. The project title is now known to be: "Oklahoma Community Anchor Network (OCAN)" not Oklahoma Knowledge and Innovation Network (OKAIN) as suggested in our original application

**Question 44: Budget Narrative**

*Please see the revised response below.*

As advised by Katherine Scott by phone 12:25 CDT 5/26/10, we do not need to answer this question as no numerical changes are needed in the budget narrative.