



BROADBANDUSA
CONNECTING AMERICA'S COMMUNITIES

Getting Started: Making Your BTOP Project a Success

BTOP Recipient Post-Award Workshop
Chicago, IL
June 24, 2010





Our presenters today represent the NTIA Program Office and both Grants Offices

- Bill Maguire, NTIA Federal Program Officer (PCC/SBA awards)
- Jannet Cancino, NIST Grants Specialist (PCC/SBA awards)
- Jean Rice, NTIA Federal Program Officer (Infrastructure awards)
- Sonja Wyatt, NOAA Grants Officer (Infrastructure awards)



Goals and Agenda

Goals

- Establish recipient responsibilities.
- Establish best practices.

Agenda

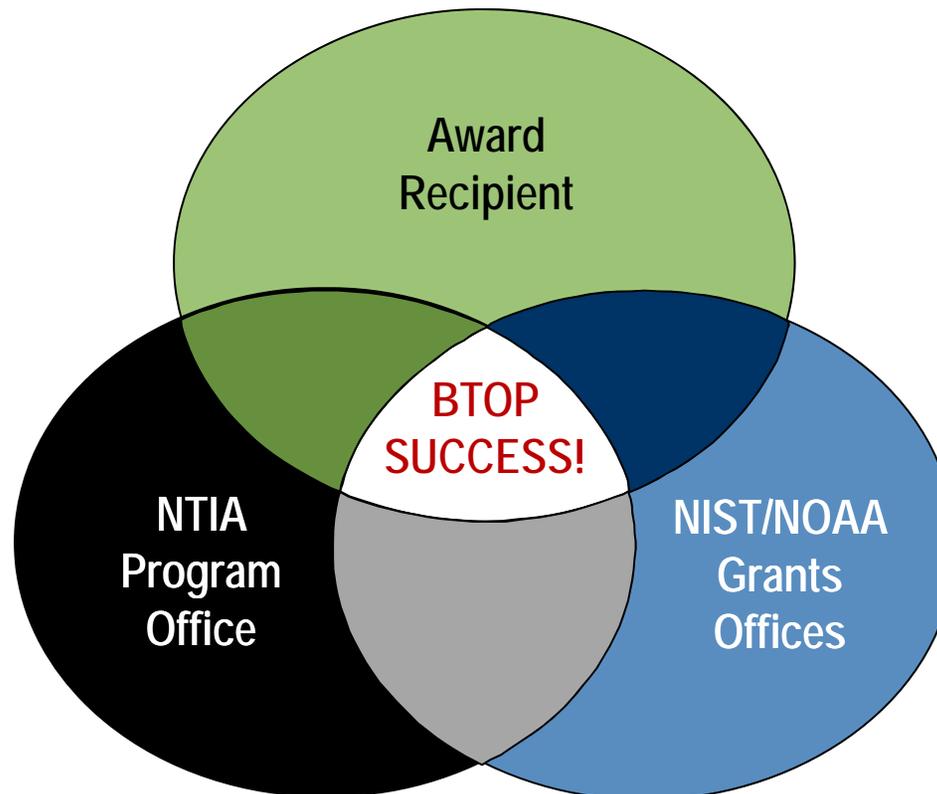
- Roles and Responsibilities.
- Grants Management Best Practices.
- Project Changes and Official Amendments.
- Community Outreach Best Practices.





Roles and Responsibilities

Your project's success requires collaboration with NTIA and the NIST/NOAA Grants Offices.





How To Get Started

Time Period	Action Required
Upon Receipt of Award Notification from the Grants Office	<ul style="list-style-type: none">▪ Review the award agreement carefully.▪ Receive and Review Welcome Packet from the National Telecommunications Information Administration (NTIA).▪ Review Special Award Conditions (SAC) descriptions and requirements included as part of the award agreement, and note required actions and deadlines for meeting all SACs. Please contact your assigned Federal Program Officer listed in the welcome packet should you have any questions regarding the SACs.▪ Ensure Enrollment in the Automated Standard Application for Payment (ASAP) System: It may take up to 4-6 weeks for the ASAP registration process to be complete and grantees will NOT be able to draw down any BTOP funds until this process is done. To ensure your ASAP enrollment is in order:<ul style="list-style-type: none">✓ If NOT Enrolled in ASAP: Provide the Grants Specialist (identified in CD-450) and Federal Program Officer with Point of Contact name, email address, mailing address, telephone number, EIN and DUNS numbers. You will receive notification that you are enrolled in the ASAP system via User ID or PIN. You will need these to draw down funds.✓ If Already Enrolled in ASAP: Provide the Grants Specialist and Federal Program Officer with seven digit account number for the Department of Treasury's ASAP.





How To Get Started (cont.)

Time Period	Action Required
Within 10 days of the date the grant award notification packet is mailed	<ul style="list-style-type: none">▪ Register with federalreporting.gov. Please see the attached "Instructions for Federal Reporting" for more detailed directions.
Within 30 days of the date the grant award notification packet is mailed	<ul style="list-style-type: none">▪ Review and Accept grant award agreement (including form CD-450, which should be returned to the Grants Officer online or in hard copy) and the Special Award Conditions included in the grant agreement. Please see the attached "Instructions for Executing the Grant Agreement" for more detailed directions.
Upon Invitation from NTIA	<ul style="list-style-type: none">▪ Attend the "Introduction to BTOP" conference call and webinars on ARRA reporting, financial reporting, progress reporting, environmental assessment (only if your agreement requires an EA), and other informational grantee webinars.
When the Calendar Quarter Ends	<ul style="list-style-type: none">▪ Prepare and submit the American Recovery and Reinvestment Act (ARRA) report to federalreporting.gov by the 10th day after the end of the quarter▪ Prepare and submit financial (SF-425) quarterly report by the 30th day after the end of the quarter▪ Prepare and submit BTOP-specific quarterly performance report by the 30th day of after the quarter.





How To Get Started (cont.)

Time Period	Action Required
During the First Calendar Quarter Following the Grants Award	<ul style="list-style-type: none">▪ Prepare and submit the ARRA report to FederalReporting.gov by the 10th day of the quarter.▪ Prepare and submit financial (SF-425) quarterly report by the 30th day of the quarter.▪ Prepare and submit BTOP-specific quarterly progress report by the 30th day of the quarter. This report has not been finalized yet, and will be sent to you for completion when available.





Grants Management – Best Practices

- Carefully review and understand the Grant Award Document (CD-450), Special Award Conditions (SACs), and all essential terms and conditions of the grant included in the award package or incorporated by reference.
- Understand Federal guidance on financial management of grant funds.
- Establish appropriate financial and administrative systems to monitor grant activities and document use of funds including matching funds.
- Understand performance measures and BTOP program goals.





Quick Start Guide

- Adhering to the following best practices while starting your project will help ensure success:
 - ✓ Enroll in ASAP immediately.
 - ✓ Take action to complete the program-wide and project-specific SACs.
 - ✓ Submit a NICRA proposal early, if applicable.
 - ✓ Complete Environmental Assessments in a timely manner, if applicable.
 - ✓ Begin the recruitment and hiring process.
 - ✓ Initiate the procurement process.
 - ✓ Select subrecipients and vendors and get agreements in place.
- In addition, conducting an assessment of your organization's grants management capability and strengthening any areas that are insufficient will help get your project off to a solid start.





Key BTOP Recipient Responsibilities

Completed	Key BTOP Recipient Responsibilities Checklist
<input type="checkbox"/>	Achieve program results.
<input type="checkbox"/>	Manage BTOP grant funds, draw downs, and expenditures.
<input type="checkbox"/>	Track matching funds.
<input type="checkbox"/>	Monitor project activities to ensure compliance.
<input type="checkbox"/>	Ensure adequate financial management systems are in place.
<input type="checkbox"/>	Ensure financial management systems for subrecipients are in place.
<input type="checkbox"/>	Monitor subrecipient obligations and expenditures.
<input type="checkbox"/>	Communicate with the community.
<input type="checkbox"/>	Keep files on grant funds and project activities.





Establish a Grant File

- Suggested contents of Grant File:
 - Full award package.
 - Contacts lists.
 - Original BTOP application.
 - Amendments.
 - Procurement-related documents, including justifications.
 - Approved Project Baseline Plan.
 - Match documentation.
 - Quarterly reports.
 - Subrecipient agreements.
 - Financial checklists.
 - Audit and close-out documentation.
- See handout for further details.



Project Planning – Best Practices

- Review project plan submitted with original BTOP Application.
- Make necessary revisions to your Project Plan.
- Map revised Baseline Report.
- Establish internal Task and Milestones.
- Develop method for early identification of contingencies and obstacles.
- Develop mitigation strategies.
- Submit final baseline plan for NTIA Review.
- Make revisions and address any NTIA questions.





Project Implementation – Best Practices

- Review approved baseline project plan within all levels of your organization .
- Assign tasks and responsibilities within your organizations and partners.
- Establish a plan for communications with subrecipients, contractors, vendors.
- Establish a plan for collecting data assessing progress of project and partners.
- Establish early warning system for potential problems.
- Communicate progress and any challenges or obstacles to your Program Office.
- Baseline Plan basis for ongoing monitoring of project progress.





More information on these topics will be provided in today's session on compliance.

Financial Management

- **Systems.** Ensure adequate financial systems are in place.
- **Resources.** Manage BTOP grant funds, draw downs, and expenditures. Track matching funds.
- **Checklist.** Establish a financial management checklist.





Community Outreach

- Your project is an opportunity to serve your community with services that improve people's lives.
- Effective community outreach helps establish:
 - **Involvement.** Involve the community in your project.
 - **Two-way communications.** Open a dialogue with your community.
 - **Transparency.** Communicate that you are a responsible steward of grant monies.





Community Outreach – Best Practices

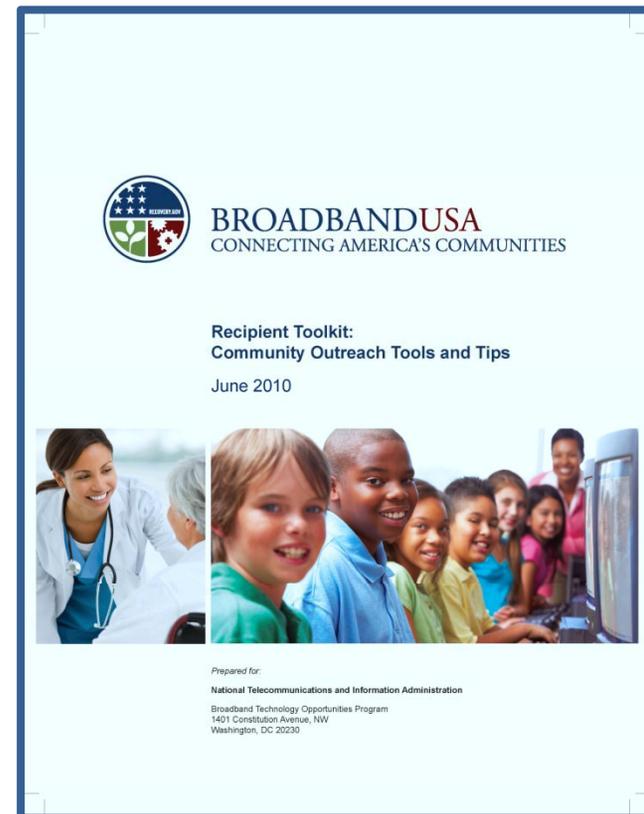
- Develop a community outreach plan.
- Understand and engage key stakeholders, including organizations, decision-makers, and neighborhoods.
- Communicate frequently with the public regarding project activities.
- Appoint a single point of contact for community outreach and related communications activities.
- Collect data on your outreach activities to include in reporting to local stakeholders and to NTIA. Refer to Checklist in Appendix A of your binder.
- Provide NTIA's contact information to local media when reporters ask questions about BTOP funding and Federal oversight of projects: Jessica Schafer, NTIA's Press Secretary, jschafer@ntia.doc.gov , 202-482-7002.





Community Outreach – Quick Start Guide

- Use the Recipient Toolkit on community outreach to implement your activities.
 - Posted on www2.ntia.doc.gov/management.
- Prepare key messages and materials that stress community involvement and services.
- Develop a 12-month plan for implementing community outreach activities and adjust as needed.





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Questions?

