

Broadband Technology Opportunities Program

Overview of the Online Submission Process

BTOP Round 2 Winter 2010



Note to Applicants:

Please note that the content in this presentation is for educational purposes only and is subject to change. The actual application questions may differ from those stated in this presentation. If there is any difference between this presentation and the electronic application, the electronic application is controlling.



Accessing Easygrants



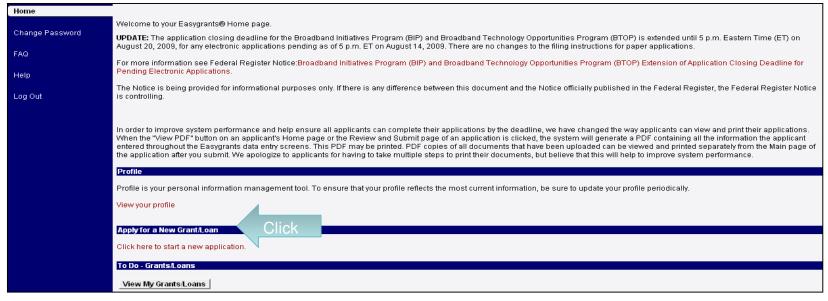
- Access online tool at https://applyonline

 _broadbandusa.gov
- Sign up for a username and password
- Applicants from Round One can use their existing username; a new password may be required





Creating a New Application



- Entities can submit multiple applications with the same registered username
 - E.g., → multiple applications across a single program or across all three programs
- Subsequent logins will show a link for each application and its completion status





Selecting Program

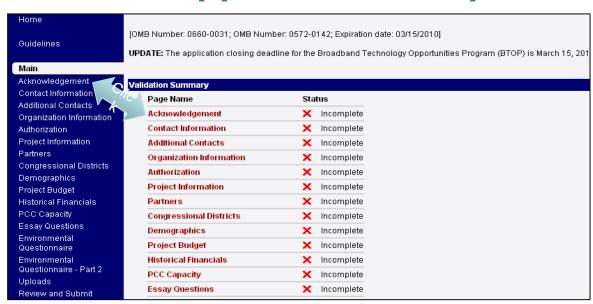


- Select the program that you are applying for
- Separate applications must be created for each project
 - Cannot combine a project for middle-mile, PCC, or Sustainable Adoption under one application
 - Multiple projects under a single program can be submitted as different applications (e.g., distinct budgets, matching funds, partners, etc.)
- Applications can be linked
- Each project will receive a unique Easygrants ID





Status of Application Components



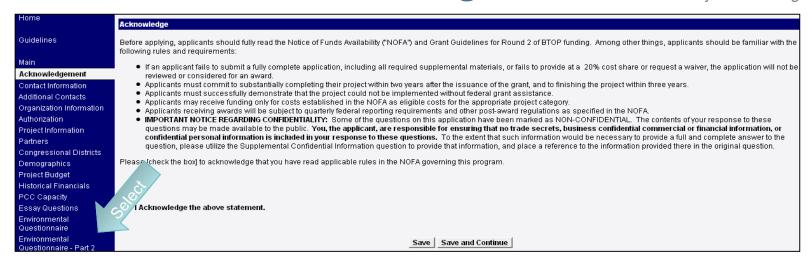
- Easygrants provides an index of each application section
- An "X" or "√" will indicate completeness
 - A missing upload or text-based field will show an "X"





Acknowledgement

Subject to Change



Acknowledge a number of requirements listed in the NOFA, such as:

- Project cannot be completed BUT FOR federal funding.
- Project will be completed within the Grants Period
- Project budget is funded by a 20% match unless you are submitting a waiver.
- Project budget only contains eligible costs
- Etc





Contact Information

Primary Contact

- Automatically populates with the information entered upon registration
- Fields can be edited

Secondary Contacts

 Add additional contacts (e.g., key leads across finance, engineering, project management, etc.)

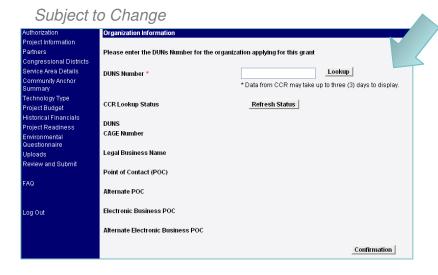
Authorized Organization Representative (AOR)

- AOR is the only person that can submit an application
- AOR field is pre-populated from the CCR once the organization is confirmed.
- Pick the AOR from the list of names shown in the CCR database

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Organization Information



DUNS Number

- Unique nine-digit number that is recognized as the universal standard for identifying businesses worldwide
- Managed by Dun and Bradstreet's global commercial database
- Usually obtained same day

CCR Number

- Required for entities that do business with the federal government
- Comes from the Central Contractor Registration database
- May require three days to obtain number; first need a valid DUNS number.

Employer Identification Number

Obtained from IRS website

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All Projects: Individual Background Screening

Individual Background Screening

Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application? (Select One)

- Yes, Applicant is exempt because it is an accredited college or university
- Yes, Applicant is exempt because it is a unit of a state or local government.
- O Yes, Applicant is exempt because it is an Economic Development District (EDD) designated by the Department of Commerce Economic Development Administration, has an EDD designation pending, or is a council of governments
- No. Applicant is subject to these requirements

If the answer to the above quesiton is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

Add

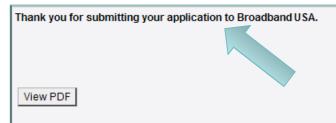
- Determine and identify whether or not your organization is exempt from background screenings (e.g., accredited colleges and units of state and local governments)
- Identify all individuals who are required to submit the Form CD-346
- Section contains guidance on which members MUST submit this form and be subject to a background screening





Successful Submission

Subject to Change



Note: To view this or any PDF file generated by this system, use one of the supported versions of Adobe Reader. In addition, you must also set any pop-up blocker programs to allow pop-up windows. Click here here for information on browser compatibility and a list of supported versions of Adobe Reader.

Original File/Document Name	Converted File/Document Name	Туре	Uploaded By	Uploaded Date
CV.docx	CV.pdf	Management Team Resumes	Smith, John	1/3/2010
Organization Chart.docx	Organization Chart.pdf	Organization Chart	Smith, John	1/3/2010
Financial Report.pdf	Financial Report.pdf	Historical Financial Statements	Smith, John	1/3/2010
Certifications.docx	Certifications.pdf	Certification	Smith, John	1/3/2010
Public Center Details.docx	Public Center Details.pdf	Public Center Detail	Smith, John	1/3/2010
Detailed Budget.xlsx	Detailed Budget.pdf	Detailed Budget	Smith, John	1/3/2010

- Easygrants will acknowledge a successful submission (all fields are complete and uploads submitted)
- You can print your application via a PDF format (all fields will be printed; uploads have to be printed separately)





Key Tips

- Do not wait until the last minute to file your application due to expected high volumes
- Uploads are recommended to be converted into PDF before submission
- Each file size is limited to 16 MB
- Call or email the helpdesk for any Easygrant question (e.g., password lockouts)

— Phone: 1-877-508-8364

Email: <u>BroadbandUSA@usda.gov</u>





Three Types of Responses

Upload

- Required Template
- Applicant Created Document (network map, letter of support, etc.)

Text Box

- Essays subject to page limits
- Key metrics

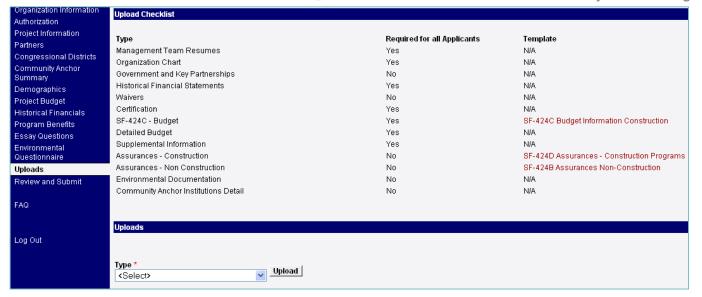
Defined Fields

- Radio buttons
- Drop down menu's





Uploads



- Uploads tab will indicate the types of required uploads
- Required templates must be downloaded first
- Successfully uploaded documents will appear below the "Uploads" section





Essay Questions

Organization Information Authorization	Text Areas				
Project Information Partners Congressional Districts	Text Area Name	Description	Required for all Text Applicants	Options	
Community Anchor Summary Demographics	Innovative Approach to Sustainable Broadband Adoption	Describe your approach to increasing broadband adoption rates.	Yes	Add	
Project Budget Historical Financials	Q25 PCC; Q30 SBA - Organizational Readiness	Describe your organization's readiness to implement the project.	Yes	Add	
Program Benefits Essay Questions Environmental	Q29 PCC; Q34 SBA - Project Timeline and Challenges	Provide a detailed implementation plan.	Yes	Add	
Questionnaire Uploads Review and Submit	Q30 PCC; Q35 SBA - Licenses and Regulatory Approvals	List any licenses or rigit atory approvals required to complet your project an 'inducate the stitus cleach.	'es	Add	
FAQ	Sustainable Broadba Adoption Sustainabil'ty	Demo ist, ato "a suscainability of your project.	Yes	Add	
Log Out	Sustainable Broadband Adoption Technology Strategy	Explain the proposed technical and operational solutions. NON-CONFIDENTIAL RESPONSE.	Yes	Add	
			Continue		

- Select the "Add" or "Edit" button next to an individual essay topic to complete a response
- Please adhere to character limits provided for each essay





Data Fields



- There are a number of data fields in Round 2
- These metrics can help evaluate project profile, benefits, and cost effectiveness





Key Indicators: CCI

Project Economics

- Cost per mile; cost per household
- Net present value of the proposed project with and without BTOP funds
- Rate of return with and without BTOP funds

Jobs

- Direct Jobs
- Indirect Jobs
- Induced Jobs

Network Details

- · Technology type
- Total proposed network miles
 - New, leased, existing
 - Backbone vs. laterals
 - Located in unservedunderserved vs. served
- Total points of interconnects (and subset in unserved/underserved areas)
- Highest offered speed tier
- Middle mile network capacity

Market

- Entities passed households, businesses, anchor institutions (subset in unserved-underserved areas)
- Existing customers today
- New customers by Year 5 (and subset based in unserved-underserved areas)
- Customers served directly by middlemile provider vs. those via last mile providers
- Anchor institutions directly connected with BTOP funds
- · Last mile providers in service area
- Customers by Year Five (Anchor Institutions, Homes, Businesses and Last Mile Providers)





Key Indicators: Public Computer Centers

Area Served By New & Upgraded Center(s)

- Proposed service area's unemployment rate
- Proposed service area's poverty level

Service Offered By Center

- Number of new and upgraded centers
- Number of new and upgraded workstations
- Current and proposed operating hours
- Type of training and number of hours of training provided by center(s)

Users Served

- Current users served by center (if applicable)
- Additional users served as a result of BTOPfunding
- Evidence that demand for services exists & applicant can attract users to center(s)

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Key Indicators: Sustainable Broadband Adoption

Areas Served By Proposal

- Proposed service area's unemployment rate
- Proposed service area's poverty level
- Broadband subscribership rate in proposed service area

Training, Support and Equipment

- Type of training and number of hours of training provided
- Cost of project per new subscriber

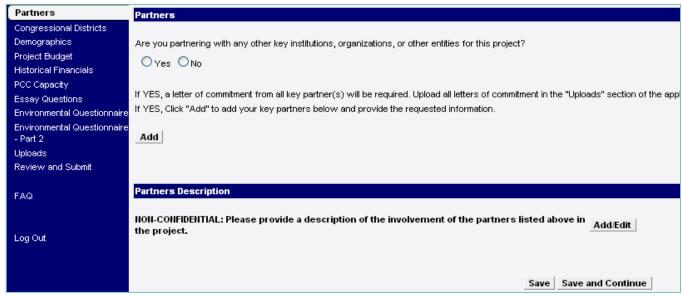
Impact

- Number of individuals trained, supported or equipped
- Number of new subscribers





Example: Project Partners

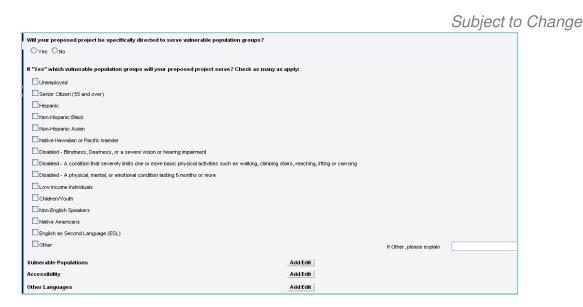


- Defined fields (e.g., are you partnering?)
- Uploads (e.g., letters of support)





Example: Demographics for PCC Project

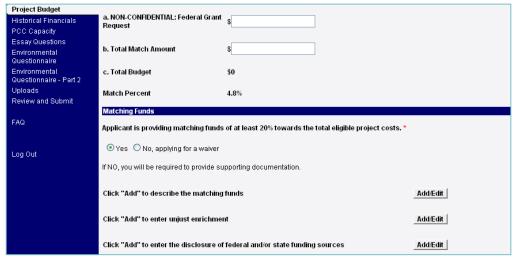


- Defined Fields (e.g., choose category of vulnerable population)
- Narrative (e.g., explain how you plan to target that segment)





Example: Budget



- Text Fields (e.g., budget amounts)
- Self-Defined Fields (e.g., waiver required)
- Narratives (e.g., describe matching funds)
- Template (e.g., coverage waiver)





