



**BROADBANDUSA**  
CONNECTING AMERICA'S COMMUNITIES

The content in this presentation is for educational purposes only and is subject to change.

## **Broadband Technology Opportunities Program**

### Overview of the Online Submission Process

# BTOP Round 2

# Winter 2010

Made Possible by the Broadband Technology Opportunities Program

Funded by the American Recovery and Reinvestment Act of 2009





## 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

**Broadband USA**

Log In

Log In

FAQ

Return to Staff Module

Welcome to the Easygrants® System.

Login ID

Password

[Forgot your password?](#)

New User? [Register here.](#)

[Frequently Asked Questions](#)

Click

- 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

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**Home**

Welcome to your Easygrants@ Home page.

**UPDATE:** The application closing deadline for the Broadband Initiatives Program (BIP) and Broadband Technology Opportunities Program (BTOP) is extended until 5 p.m. Eastern Time (ET) on August 20, 2009, for any electronic applications pending as of 5 p.m. ET on August 14, 2009. There are no changes to the filing instructions for paper applications.

For more information see Federal Register Notice: [Broadband Initiatives Program \(BIP\) and Broadband Technology Opportunities Program \(BTOP\) Extension of Application Closing Deadline for Pending Electronic Applications](#).


The Notice is being provided for informational purposes only. If there is any difference between this document and the Notice officially published in the Federal Register, the Federal Register Notice is controlling.

In order to improve system performance and help ensure all applicants can complete their applications by the deadline, we have changed the way applicants can view and print their applications. When the "View PDF" button on an applicant's Home page or the Review and Submit page of an application is clicked, the system will generate a PDF containing all the information the applicant entered throughout the Easygrants data entry screens. This PDF may be printed. PDF copies of all documents that have been uploaded can be viewed and printed separately from the Main page of the application after you submit. We apologize to applicants for having to take multiple steps to print their documents, but believe that this will help to improve system performance.

**Profile**

Profile is your personal information management tool. To ensure that your profile reflects the most current information, be sure to update your profile periodically.

[View your profile](#)

**Apply for a New Grant/Loan** 

[Click here to start a new application.](#)

**To Do - Grants/Loans**

[View My Grants/Loans](#)

- 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

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**Available Funding Opportunities**

**Broadband Infrastructure Programs**

- Winter 2010 Broadband Technology Opportunities Program

**Broadband Non-Infrastructure Programs**

- Winter 2010 Public Computer Centers
- Winter 2010 Sustainable Broadband Adoption

- 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

Home	[OMB Number: 0660-0031; OMB Number: 0572-0142; Expiration date: 03/15/2010]
Guidelines	<b>UPDATE:</b> The application closing deadline for the Broadband Technology Opportunities Program (BTOP) is March 15, 2010.
<b>Main</b>	
Acknowledgement	<b>Validation Summary</b>
Contact Information	<b>Page Name</b>
Additional Contacts	<b>Status</b>
Organization Information	<b>Acknowledgement</b> X Incomplete
Authorization	<b>Contact Information</b> X Incomplete
Project Information	<b>Additional Contacts</b> X Incomplete
Partners	<b>Organization Information</b> X Incomplete
Congressional Districts	<b>Authorization</b> X Incomplete
Demographics	<b>Project Information</b> X Incomplete
Project Budget	<b>Partners</b> X Incomplete
Historical Financials	<b>Congressional Districts</b> X Incomplete
PCC Capacity	<b>Demographics</b> X Incomplete
Essay Questions	<b>Project Budget</b> X Incomplete
Environmental Questionnaire	<b>Historical Financials</b> X Incomplete
Environmental Questionnaire - Part 2	<b>PCC Capacity</b> X Incomplete
Uploads	<b>Essay Questions</b> X Incomplete
Review and Submit	

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





# Acknowledgement

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Home	<b>Acknowledge</b>
Guidelines	Before applying, applicants should fully read the Notice of Funds Availability ("NOFA") and Grant Guidelines for Round 2 of BTOP funding. Among other things, applicants should be familiar with the following rules and requirements:
Main	<ul style="list-style-type: none"> <li>• If an applicant fails to submit a fully complete application, including all required supplemental materials, or fails to provide at a 20% cost share or request a waiver, the application will not be reviewed or considered for an award.</li> <li>• Applicants must commit to substantially completing their project within two years after the issuance of the grant, and to finishing the project within three years.</li> <li>• Applicants must successfully demonstrate that the project could not be implemented without federal grant assistance.</li> <li>• Applicants may receive funding only for costs established in the NOFA as eligible costs for the appropriate project category.</li> <li>• Applicants receiving awards will be subject to quarterly federal reporting requirements and other post-award regulations as specified in the NOFA.</li> <li>• <b>IMPORTANT NOTICE REGARDING CONFIDENTIALITY:</b> Some of the questions on this application have been marked as NON-CONFIDENTIAL. The contents of your response to these questions may be made available to the public. <b>You, the applicant, are responsible for ensuring that no trade secrets, business confidential commercial or financial information, or confidential personal information is included in your response to these questions.</b> To the extent that such information would be necessary to provide a full and complete answer to the question, please utilize the Supplemental Confidential Information question to provide that information, and place a reference to the information provided there in the original question.</li> </ul>
<b>Acknowledgement</b>	
Contact Information	
Additional Contacts	
Organization Information	
Authorization	
Project Information	
Partners	
Congressional Districts	
Demographics	
Project Budget	
Historical Financials	
PCC Capacity	
Essay Questions	
Environmental Questionnaire	
Environmental Questionnaire - Part 2	
	<p>Please <input type="checkbox"/> (check the box) to acknowledge that you have read applicable rules in the NOFA governing this program.</p> <p><input type="checkbox"/> Acknowledge the above statement.</p> <p style="text-align: right;"><u>Save</u>   <u>Save and Continue</u></p>

- **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







# Organization Information

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**Organization Information**

Please enter the DUNS Number for the organization applying for this grant

**DUNS Number \***  [LookUp](#)  
\* Data from CCR may take up to three (3) days to display.

**CCR Lookup Status** [Refresh Status](#)

**DUNS**

**CAGE Number**

**Legal Business Name**

**Point of Contact (POC)**

**Alternate POC**

**Electronic Business POC**

**Alternate Electronic Business POC**

[Confirmation](#)

- **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



# 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

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 question 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:**

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- 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

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Thank you for submitting your application to Broadband USA.

[View PDF](#)

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	Type	Uploaded By	Uploaded Date
<a href="#">CV.docx</a>	<a href="#">CV.pdf</a>	Management Team Resumes	Smith, Jonn	1/3/2010
<a href="#">Organization Chart.docx</a>	<a href="#">Organization Chart.pdf</a>	Organization Chart	Smith, Jonn	1/3/2010
<a href="#">Financial Report.pdf</a>	<a href="#">Financial Report.pdf</a>	Historical Financial Statements	Smith, Jonn	1/3/2010
<a href="#">Certifications.docx</a>	<a href="#">Certifications.pdf</a>	Certification	Smith, Jonn	1/3/2010
<a href="#">Public Center Details.docx</a>	<a href="#">Public Center Details.pdf</a>	Public Center Detail	Smith, Jonn	1/3/2010
<a href="#">Detailed Budget.xlsx</a>	<a href="#">Detailed Budget.pdf</a>	Detailed Budget	Smith, Jonn	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: [BroadbandUSA@usda.gov](mailto:BroadbandUSA@usda.gov)





## 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

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Upload Checklist			
Type	Required for all Applicants	Template	
Management Team Resumes	Yes	N/A	
Organization Chart	Yes	N/A	
Government and Key Partnerships	No	N/A	
Historical Financial Statements	Yes	N/A	
Waivers	No	N/A	
Certification	Yes	N/A	
SF-424C - Budget	Yes		SF-424C Budget Information Construction
Detailed Budget	Yes	N/A	
Supplemental Information	Yes	N/A	
Assurances - Construction	No		SF-424D Assurances - Construction Programs
Assurances - Non Construction	No		SF-424B Assurances Non-Construction
Environmental Documentation	No	N/A	
Community Anchor Institutions Detail	No	N/A	

Uploads	
Type *	<input type="button" value="Upload"/>
<Select>	

- 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 Project Information Partners Congressional Districts Community Anchor Summary Demographics Project Budget Historical Financials Program Benefits <b>Essay Questions</b> Environmental Questionnaire Uploads Review and Submit FAQ Log Out	Text Areas			
	Text Area Name	Description	Required for all Applicants	Text Options
	Innovative Approach to Sustainable Broadband Adoption	Describe your approach to increasing broadband adoption rates.	Yes	<a href="#">Add</a>
	Q25 PCC; Q30 SBA - Organizational Readiness	Describe your organization's readiness to implement the project.	Yes	<a href="#">Add</a>
	Q29 PCC; Q34 SBA - Project Timeline and Challenges	Provide a detailed implementation plan.	Yes	<a href="#">Add</a>
	Q30 PCC; Q35 SBA - Licenses and Regulatory Approvals	List any licenses or regulatory approvals required to complete your project and indicate the status of each.	Yes	<a href="#">Add</a>
	Sustainable Broadband Adoption Sustainability	Demonstrate the sustainability of your project.	Yes	<a href="#">Add</a>
	Sustainable Broadband Adoption Technology Strategy	Explain the proposed technical and operational solutions. NON-CONFIDENTIAL RESPONSE.	Yes	<a href="#">Add</a>
	<a href="#">Continue</a>			

SUBJECT TO CHANGE

- 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

Organization Information	<b>Community Anchor Institution</b>
Authorization	
Project Information	
Partners	<b>Schools (K-12)</b> <input type="text"/>
Congressional Districts	<b>Libraries</b> <input type="text"/>
<b>Community Anchor Summary</b>	<b>Medical and Healthcare Providers</b> <input type="text"/>
Demographics	<b>Public Safety Entities</b> <input type="text"/>
Project Budget	<b>Community Colleges</b> <input type="text"/>
Historical Financials	<b>Other Institutions of Higher Education</b> <input type="text"/>
Program Benefits	<b>Other Community Support Organization</b> <input type="text"/>
Essay Questions	<b>Public Housing</b> <input type="text"/>
Environmental Questionnaire	<b>Other Government Facilities</b> <input type="text"/>
Uploads	<b>Historically Black colleges and Universities</b> <input type="text"/>
Review and Submit	<b>Tribal Colleges and Universities</b> <input type="text"/>
FAQ	<b>Alaska Native Serving Institutions</b> <input type="text"/>
Log Out	<b>Hispanic Serving Institutions</b> <input type="text"/>
	<b>Native Hawaiian Serving Institutions</b> <input type="text"/>
	<b>TOTAL COMMUNITY ANCHOR INSTITUTIONS</b> <input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Save and Continue"/>

- 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 unserved-underserved 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 middle-mile 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 BTOP-funding
- Evidence that demand for services exists & applicant can attract users to center(s)





## 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

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<b>Partners</b>	<b>Partners</b>
Congressional Districts	Are you partnering with any other key institutions, organizations, or other entities for this project?
Demographics	<input type="radio"/> Yes <input type="radio"/> No
Project Budget	If YES, a letter of commitment from all key partner(s) will be required. Upload all letters of commitment in the "Uploads" section of the app
Historical Financials	If YES, Click "Add" to add your key partners below and provide the requested information.
PCC Capacity	<a href="#">Add</a>
Essay Questions	
Environmental Questionnaire	
Environmental Questionnaire - Part 2	
Uploads	
Review and Submit	
FAQ	
Log Out	
	<b>Partners Description</b>
	<b>NON-CONFIDENTIAL: Please provide a description of the involvement of the partners listed above in the project.</b> <a href="#">Add/Edit</a>
	<a href="#">Save</a> <a href="#">Save and Continue</a>

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





## Example: Demographics for PCC Project

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Will your proposed project be specifically directed to serve vulnerable population groups?  
 Yes  No

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

- Unemployed
- Senior Citizen (55 and over)
- Hispanic
- Non-Hispanic Black
- Non-Hispanic Asian
- Native Hawaiian or Pacific Islander
- Disabled - Blindness, Deafness, or a severe vision or hearing impairment
- Disabled - A condition that severely limits one or more basic physical activities such as walking, climbing stairs, reaching, lifting or carrying
- Disabled - A physical, mental, or emotional condition lasting 6 months or more
- Low Income Individuals
- Children/Youth
- Non-English Speakers
- Native Americans
- English as Second Language (ESL)
- Other

If Other, please explain

**Vulnerable Populations** [Add/Edit](#)

**Accessibility** [Add/Edit](#)

**Other Languages** [Add/Edit](#)

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





## Example: Budget

Project Budget	
Historical Financials	a. NON-CONFIDENTIAL: Federal Grant Request \$ <input type="text"/>
PCC Capacity	b. Total Match Amount \$ <input type="text"/>
Essay Questions	c. Total Budget \$0
Environmental Questionnaire	Match Percent 4.8%
Environmental Questionnaire - Part 2	
Uploads	
Review and Submit	
FAQ	
Log Out	
<b>Matching Funds</b>	
Applicant is providing matching funds of at least 20% towards the total eligible project costs. *	
<input checked="" type="radio"/> Yes <input type="radio"/> No, applying for a waiver	
If NO, you will be required to provide supporting documentation.	
Click "Add" to describe the matching funds	<a href="#">Add/Edit</a>
Click "Add" to enter unjust enrichment	<a href="#">Add/Edit</a>
Click "Add" to enter the disclosure of federal and/or state funding sources	<a href="#">Add/Edit</a>

*Subject to Change*

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





# Q/A

