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](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

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

- 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”
• 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

- **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:

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

Thank you for submitting your application to BroadbandUSA.

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 for information on browser compatibility and a list of supported versions of Adobe Reader.

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<td>Smith, John</td>
<td>1/3/2010</td>
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- 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
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 tab will indicate the types of required uploads
- Required templates must be downloaded first
- Successfully uploaded documents will appear below the “Uploads” section
• 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

#### Network Details
- Technology type
- Total proposed network miles
  - New, leased, existing
  - Backbone vs. laterals
  - Located in unserved-underunderserved 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)

#### Jobs
- Direct Jobs
- Indirect Jobs
- Induced Jobs
### Key Indicators: Public Computer Centers

<table>
<thead>
<tr>
<th>Area Served By New &amp; Upgraded Center(s)</th>
<th>Service Offered By Center</th>
<th>Users Served</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Proposed service area’s unemployment rate</td>
<td>• Number of new and upgraded centers</td>
<td>• Current users served by center (if applicable)</td>
</tr>
<tr>
<td>• Proposed service area’s poverty level</td>
<td>• Number of new and upgraded workstations</td>
<td>• Additional users served as a result of BTOP-funding</td>
</tr>
<tr>
<td></td>
<td>• Current and proposed operating hours</td>
<td></td>
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<tr>
<td></td>
<td>• Type of training and number of hours of training provided by center(s)</td>
<td></td>
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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)
Q/A