

**ASSURANCES - 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 (0348-0042), Washington, DC 20503.

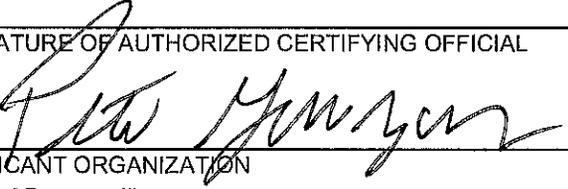
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**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 assistance 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 costs) 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 assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. 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.
8. 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).
9. 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.
10. Will comply with all Federal statutes relating to non-discrimination. 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.

11. 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 and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the 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.
13. 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.
14. Will comply 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.
15. 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).
16. 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.
17. 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.).
18. 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."
19. 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 Chief Financial Officer/Deputy City Manager
APPLICANT ORGANIZATION City of Brownsville	DATE SUBMITTED March 12, 2010

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

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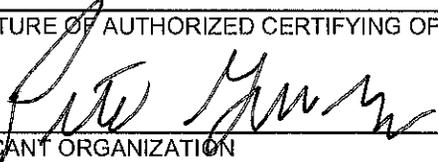
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As the duly authorized representative of the applicant, I certify that the applicant:

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.
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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 Chief Financial Officer/Deputy City Manager
APPLICANT ORGANIZATION City of Brownsville	DATE SUBMITTED March 12, 2010

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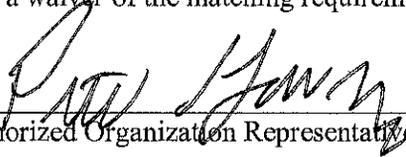
**U.S. Department of Commerce  
Broadband Technology Opportunities Program  
Authentication and Certifications**

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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 have 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) receive 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

Pete Gonzalez

Print Name

Chief Financial Officer/Deputy City Manager

Title

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

Easy Grants ID: **6524**  
 Applicant: **Brownsville Public Library System**  
 Project Title: **Connect Brownsville**

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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	0%	0.00	\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>					<b>\$0.00</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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	0%	0.00	0.00%	\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>						<b>\$0.00</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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
	<b>Subtotal</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			<b>\$0.00</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.	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
<b>Applicant Equipment</b>							
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>User Equipment</b>							
Computers	Wireless Broadband Connection, Computers, Mobile Cart	\$266,561.00	\$114,240.00	\$380,801.00	230	\$1,500.00	\$380,801.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
	<b>Subtotal</b>	<b>\$266,561.00</b>	<b>\$114,240.00</b>	<b>\$380,801.00</b>			<b>\$380,801.00</b>

e. Supplies - List costs associated with materials/printing, curriculum, translations, and other supplies	Description	Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00

				\$0.00			\$0.00
<b>Subtotal</b>		\$0.00	\$0.00	\$0.00			

f. Contractual - List contractors with purpose of contract, hourly rate or total fixed rate.		Federal Support	Matching Support	Total	# Hours (If Applicable)	Hourly Rate (If Applicable)	Total Contract
Contractor	Description						
N/A	N/A	\$0.00	\$0.00	\$0.00	0	0	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		\$0.00	\$0.00	\$0.00			

g. Construction - if applicable, list construction costs		Federal Support	Matching Support	Total
Description	Description			
Remodeling	Expansion of Public Computer Center	\$571,369.40	\$244,872.60	\$816,242.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>		\$571,369.40	\$244,872.60	\$816,242.00

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
Description	Description						
Software and Training	Software and Training will be used for job placement, literacy, etc.	\$42,543.00	\$18,232.00	\$60,775.00	0	\$0.00	\$60,775.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		\$42,543.00	\$18,232.00	\$60,775.00			

<b>i. Total Direct Charges (sum of a-h)</b>	\$880,473.40	\$377,344.60	\$1,257,818.00
<b>j. Indirect Charges</b>			\$0.00
<b>Total Eligible Project Costs</b>	\$880,473.40	\$377,344.60	\$1,257,818.00
<b>Match Percentage</b>	30.0%		

Explanation of Indirect Charges

Additional Budget Notes

## **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 would 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 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:  
Applicant:  
Project Title:

SF-424A Object Class Category	General				Detail				
	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
<b>a. Personnel</b> - List position, number of staff, annual salaries, % time spent on project									
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	0%	0.00	\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	0%	0.00	0.00%	\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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.	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
<b>Applicant Equipment</b>							
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>User Equipment</b>							
Computers	Wireless Broadband Connection, Computers, Mobile Cart	\$266,561.00	\$114,240.00	\$380,801.00	230	\$1,500.00	\$380,801.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$266,561.00</b>	<b>\$114,240.00</b>	<b>\$380,801.00</b>			

e. Supplies - List costs associated with materials/printing, curriculum, translations and other supplies	Description	Federal Support	Matching Support	Total	#Units (If Applicable)	Unit Cost (If Applicable)	Total
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00

				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

<b>f. Contractual</b> - List contractors with purpose of contract, hourly rate or total fixed rate.	<b>Contractor</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>
N/A	N/A	\$0.00	\$0.00	\$0.00	0	0	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

<b>g. Construction</b> - If applicable, list construction costs	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>
Remodeling	Expansion of Public Computer Center	\$571,369.40	\$244,872.60	\$816,242.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>		<b>\$571,369.40</b>	<b>\$244,872.60</b>	<b>\$816,242.00</b>

<b>h. Other</b> - 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.	<b>Description</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>
Software and Training	Software and Training will be used for job placement, literacy, etc.	\$42,543.00	\$18,232.00	\$60,775.00	0	\$0.00	\$60,775.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$42,543.00</b>	<b>\$18,232.00</b>	<b>\$60,775.00</b>			

<b>i. Total Direct Charges (sum of a-h)</b>	<b>\$880,473.40</b>	<b>\$377,344.60</b>	<b>\$1,257,818.00</b>
<b>j. Indirect Charges</b>			<b>\$0.00</b>
<b>Total Eligible Project Costs</b>	<b>\$880,473.40</b>	<b>\$377,344.60</b>	<b>\$1,257,818.00</b>
<b>Match Percentage</b>	<b>30.0%</b>		

Explanation of Indirect Charges

Additional Budget Notes

## **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 would 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 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:  
Applicant:  
Project Title:

SF-424A Object Class Category	General				Detail				
	Position	Federal Support	Matching Support	Total	# of Positions	Salary	% Time Spent on Project	Quarters Employed	Total
<b>a. Personnel</b> - List position, number of staff, annual salaries, % time spent on project									
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	0%	0.00	\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
				\$0.00					\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	0%	0.00	0.00%	\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
				\$0.00						\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</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.	Equipment Description	Federal Support	Matching Support	Total	#Units	Unit Cost	Total
<b>Applicant Equipment</b>							
N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>User Equipment</b>							
Computers	Wireless Broadband Connection, Computers, Mobile Cart	\$266,561.00	\$114,240.00	\$380,801.00	230	\$1,500.00	\$380,801.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$266,561.00</b>	<b>\$114,240.00</b>	<b>\$380,801.00</b>			

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N/A	N/A	\$0.00	\$0.00	\$0.00	0	\$0.00	\$0.00

				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

<b>f. Contractual</b> - List contractors with purpose of contract, hourly rate or total fixed rate.	<b>Contractor</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>
N/A	N/A	\$0.00	\$0.00	\$0.00	0	0	\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>			

<b>g. Construction</b> - If applicable, list construction costs	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>
Remodeling	Expansion of Public Computer Center	\$571,369.40	\$244,872.60	\$816,242.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>		<b>\$571,369.40</b>	<b>\$244,872.60</b>	<b>\$816,242.00</b>

<b>h. Other</b> - 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.	<b>Description</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>
Software and Training	Software and Training will be used for job placement, literacy, etc.	\$42,543.00	\$18,232.00	\$60,775.00	0	\$0.00	\$60,775.00
				\$0.00			\$0.00
				\$0.00			\$0.00
				\$0.00			\$0.00
<b>Subtotal</b>		<b>\$42,543.00</b>	<b>\$18,232.00</b>	<b>\$60,775.00</b>			

<b>i. Total Direct Charges (sum of a-h)</b>	<b>\$880,473.40</b>	<b>\$377,344.60</b>	<b>\$1,257,818.00</b>
<b>j. Indirect Charges</b>			<b>\$0.00</b>
<b>Total Eligible Project Costs</b>	<b>\$880,473.40</b>	<b>\$377,344.60</b>	<b>\$1,257,818.00</b>
<b>Match Percentage</b>	<b>30.0%</b>		

Explanation of Indirect Charges

Additional Budget Notes



March 11, 2010

Ref. No. GL:047:09/10

Secretary Gary Locke  
United States Secretary of Commerce  
Office of the Secretary  
U.S. Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230

Dear Secretary Locke:

Workforce Solutions – Cameron (Workforce) is committed to creating economic growth and enhancing the quality of life for citizens of Cameron County. As part of this endeavor, Workforce offers such services as work registration, job search info and career planning throughout four Workforce Center locations, two of which are located in Brownsville. Additionally, the Center provides outreach services through its Mobile Lab that services those living in the hardest-to-serve, remote areas rarely served through other career resource efforts.

We fully support the City of Brownsville's Public Library System efforts to submit an application requesting American Recovery and Reinvestment Act Federal Stimulus Funds that would enhance public computer and Internet access to a community struggling with historically high unemployment and poverty rates.

If you have any questions regarding this request, please do not hesitate contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads "Gaylen Lange".

Gaylen Lange  
Executive Director  
Workforce Solutions Cameron



*Charlie Cabler*  
*City Manager*



August 5, 2009

Secretary Gary Locke  
United States Secretary of Commerce  
Office of the Secretary  
U.S. Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230

**RE: Certification of Broadband Technology Opportunities Program (BTOP)**

The City of Brownsville has reviewed the Public Computing Center Grant Application as prepared by the Brownsville Public Library System and accepts responsibility that the infrastructure investment is an appropriate use of taxpayer dollars.

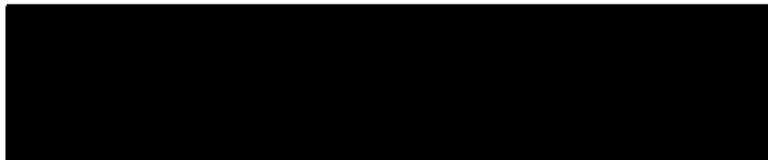
The Expansion of the Public Computing Center, purchase of new equipment, and the collaboration with United Way and the Brownsville Literacy Center will provide the necessary resources to assist the residents of Brownsville in enhancing their education, Broadband awareness and job skills required to obtain employment in this competitive job market.

The City of Brownsville Public Library System has In-Kind and budget funds allocated for the 20% or \$189,800.00 match as required by the BTOP.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Cabler".

Charlie Cabler  
City Manager



SOLOMON P. ORTIZ  
27th District, Texas

2110 RAYBURN HOUSE OFFICE BUILDING  
WASHINGTON, DC 20515  
202-225-7742

DISTRICT OFFICES:  
3640 LEOPARD ST., SUITE 510  
CORPUS CHRISTI, TX 78408  
361-883-5868

1805 RUBEN TORRES BLVD., SUITE B-27  
BROWNSVILLE, TX 77821  
956-541-1242

[HTTP://ORTIZ.HOUSE.GOV](http://ORTIZ.HOUSE.GOV)

Congress of the United States  
House of Representatives  
Washington, DC 20515

March 10, 2010

COMMITTEES  
ARMED SERVICES  
SUBCOMMITTEES  
CHAIRMAN READINESS  
SEAPOWER AND EXPEDITIONARY FORCES  
TRANSPORTATION  
AND INFRASTRUCTURE  
SUBCOMMITTEES  
HIGHWAYS AND TRANSIT  
WATER RESOURCES AND ENVIRONMENT  
AVIATION

The Honorable Gary Locke  
Secretary  
United States Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230

RE: Broadband Technology Opportunities Program

Dear Secretary Locke:

I write in support of the City of Brownsville Public Library System's proposal for funds through the Broadband Technology Opportunities Program. If successful, the monies will be utilized to provide wireless data services that will establish connectivity between the Brownsville Public Library System Central Branch, the United Way of Southern Cameron County, the Mobile Literacy Center Bus and the Southmost Branch Library.

The City of Brownsville's Public Library System and their respective partners have provided quality services to thousands of residents in the area for many years and I commend them for taking the initiative to provide broadband technology which would spur job creation and stimulate long-term economic growth. I am confident that the City of Brownsville will manage a very successful program.

I wholeheartedly support the City of Brownsville in their commitment to provide broadband technology to residents in the region. Please do not hesitate to contact my office if I can be of further assistance.

With kindest personal regards, I am

Sincerely,



Solomon P. Ortiz  
Member of Congress

SPO:jm



March 12, 2010

James McCoy  
Assistant Director  
Public Information Services Department  
2600 Ctrl Blvd  
Brownsville, TX 78520

Lorenzo de Zavala  
State Archives and  
Library Building

P.O. Box 12927  
Austin, Texas  
78711-2927

1201 Brazos Street  
Austin, Texas  
78701

[www.tsl.state.tx.us](http://www.tsl.state.tx.us)

*Commission Chairman*  
Sandra J. Pickert

*Members*  
Sharon T. Carr  
Martha Doty Freeman  
Larry G. Holt  
Wm. Scott McAfee  
Sally Reynolds  
Michael C. Waters

*Director and Librarian*  
Peggy D. Rudd

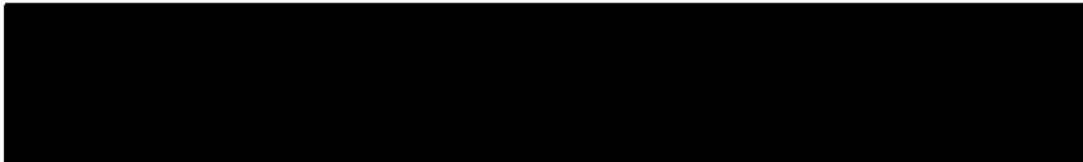
*Assistant State Librarian*  
Edward Seidenberg

*Making  
information  
work*

Dear Mr. McCoy:

The Texas State Library & Archives Commission (TSALC) is pleased to support the Brownsville Public Library's Connect Brownsville application (EasyGrants ID# 6526) for the Broadband Technologies Opportunities Program Public Computer Center grant (BTOP PCC).

As we described in our BTOP application, the Commission will work very closely with the other Texas applicants of BTOP PCC grants to coordinate training of end-users and library staff, utilization of existing resources, and sharing of best practices. The agency will take on a convening role for Texas BTOP PCC grantees by hosting monthly online webinars focused on sharing knowledge among the project participants and other entities that would benefit from such interaction.



Each of these applications has unique strengths and focuses on addressing needs by leveraging local or regional organizational capacity and partnerships in the most appropriate manner. TSLAC seeks to capitalize on working with each of the projects to draw on those unique strengths while also allowing each project to address needs in the manner determined locally. As awards are made, TSLAC will work with each of these organizations to further solidify the plans and coordinate efforts among participants to the greatest degree possible.

We look forward to working with you and supporting the Connect Brownsville project in the future.

Regards –

Peggy Rudd  
Director and Librarian



# Brownsville Adult Literacy Council, Inc.

1235 E. Jefferson St. ►► Brownsville, Texas 78520 ►► [REDACTED]

*Literacy is the gateway to opportunity.*

March 03, 2010

Gary Locke, Secretary  
United States Secretary of Commerce  
Office of the Secretary  
U. S. Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230

Dear Mr. Locke,

The Brownsville Literacy Center is committed to expanding adult literacy efforts and furthering the goal of bringing adult education to the public. As part of this endeavor, the Center has established a literacy classroom on wheels; which in essence, is a mobile lab built into a bus which houses twelve networked computer workstations equipped to take advantage of multimedia based curriculum. The mobile lab provides classes which reach the hardest-to-serve, remote areas rarely served through other educational efforts. Classes meet twice a week at neighborhoods throughout the city.

Businesses, churches, schools and government organizations collaborate with the Center by referring adults in need of some of the following provided services: Resume Building, Job Search, Basic Math & Reading, GED Preparation, Keyboarding, and English-as-a-Second-Language (ESL) classes.

In the past, the Brownsville Literacy Center received grant funding that established the Mobile Literacy Lab – an outstanding service that has helped many in desperate need of reading and writing skills. Unfortunately, given the recession, funds are no longer available to maintain the equipment used in the Mobile Lab; and, the Center is facing having to discontinue services due to aging equipment that is in need of being replaced.

In continuation efforts, the Brownsville Literacy Center has partnered with the Brownsville Public Library System to submit an application requesting American Recovery and Reinvestment Act Federal Stimulus Funds that would enhance public computer and Internet access, improve literacy in measurable ways, teach English-as-a-Second-Language (ESL) classes to serve students who are literate in their native language (Spanish for most students), and who wish to become literate in English to make them more competitive in the job marketplace.

If these funds are awarded, the Brownsville Literacy Center will receive 12 new computers, and upgraded broadband access, so that all of our community members can benefit from the services that most Americans need, such as easily searchable jobs resources, expansive health information, increasingly accessible government websites, Basic Math & Reading, GED Preparation, Keyboarding, and English-as-a-Second-Language (ESL) classes.

If you have any questions regarding this request, please do not hesitate contact me at your earliest convenience.

Sincerely,

Victor Rivera  
Executive Director

Website: [www.brownsvillegliteracycenter.org](http://www.brownsvillegliteracycenter.org)





Thursday, March 04, 2010

Secretary Gary Locke  
United States Secretary of Commerce  
Office of the Secretary  
U. S. Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230

Dear Mr. Locke,

The Public Library Board is writing in full support of the Public Computing Center application for the Broadband Technology Opportunities Program (BTOP) submitted by the City of Brownsville Public Library System.

We acknowledge the fact that in order to bring necessary education, job creation, health information, delivery of government services, and a variety of social benefits to our citizens, it is critical that sufficient access to broadband services be widely available.

In addition, the Public Library Board desires to help the community understand and make full use of these benefits by providing an adequate supply of computers, curriculum to ensure effective use, and a program that will help citizens to adopt broadband as an integral part of their daily lives.

By providing a sufficient supply of modern computers and access to Broadband, the Brownsville Public Library System will follow our goal of sustaining computing center services and programs, including maintaining or enhancing broadband service. The Public Library Board certifies that each library's public computing center will be free to the public, fully complying with all BTOP reporting requirements.

The Public Library Board is in full support of City of Brownsville Public Library System efforts to close the digital divide through adoption of broadband, and appreciates the Broadband Technology Opportunities Program's full consideration of this application.

Sincerely,

A handwritten signature in cursive script that reads "Rosie Gorena".

Rosie Gorena

Public Library Board President

Brownsville Public Library System

Brownsville Public Library Board

A solid black rectangular redaction box covering the bottom portion of the page.



March 11, 2010

Ref. No. GL:047:09/10

Secretary Gary Locke  
United States Secretary of Commerce  
Office of the Secretary  
U.S. Department of Commerce  
1401 Constitution Ave., NW  
Washington, DC 20230

Dear Secretary Locke:

Workforce Solutions – Cameron (Workforce) is committed to creating economic growth and enhancing the quality of life for citizens of Cameron County. As part of this endeavor, Workforce offers such services as work registration, job search info and career planning throughout four Workforce Center locations, two of which are located in Brownsville. Additionally, the Center provides outreach services through its Mobile Lab that services those living in the hardest-to-serve, remote areas rarely served through other career resource efforts.

We fully support the City of Brownsville's Public Library System efforts to submit an application requesting American Recovery and Reinvestment Act Federal Stimulus Funds that would enhance public computer and Internet access to a community struggling with historically high unemployment and poverty rates.

If you have any questions regarding this request, please do not hesitate contact me at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads "Gaylen Lange".

Gaylen Lange  
Executive Director  
Workforce Solutions Cameron



**Pr**  
City of

**Sub Recipient**

**Brownsville Literacy Center**

**Victor Rivera  
Executive Director**



**Su**  
United Way of

**Pl**  
traci.wick

**Recipient**

**Brownsville Public Library**

**James McCoy**  
**Assistant Director**

**b Recipient**

**Southern Cameron County**

**Traci Wickett**  
**resident & CEO**

**Sub Recipient**

**Texas Southmost College**

**John Hawthorne**  
**Assistant Director**





# **3rd Party In-Kind Contributor**

**Workforce Solutions-Cameron**

**Nelda Najera  
Contract Manager**





## **BTOP Public Computer Center Detail Template**

Please complete the Public Computer Center Details worksheet. Add rows as necessary to accommodate all of the Public Computer Centers that will benefit from this project. All entries should be given a type from the specified list. A Community Anchor Institution is considered a community anchor institution if it is a post-secondary educational institution with enrollment of minority exceeding 50% of its total enrollment. Note that the calculated totals in bold will be needed to complete the PCC Capacity page of the application.

**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 or other format for upload. Additionally, applicants should not modify the format of this file (e.g. by adding or removing worksheets).**

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**BTOP Public Computer Centers Detail Template**

Title: **Connect Brownsville**  
 Easy Grants ID:

Center Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type
Central Blvd. Library Public Computer Center	City of Brownsville	2600 Central Blvd.	Brownsville	TX	78520	Library	Hispan c Serving Institution
University Blvd. Library Mobile Computer Center Lab	Texas Southmost College	80 Fort Brown	Brownsville	TX	78520	Mobile	Hispan c Serving Institution
Brownsville Adult Literacy Center Mobile Learning Lab	Brownsville Adult Literacy Center	1235 E. Jefferson	Brownsville	TX	78520	Mobile	Hispan c Serving Institution
United Way Public Computer Center	United Way of Southern Cameron County	634 E. Levee	Brownsville	TX	78520	Other Commu nty Support Organization	Hispan c Serving Institution
<b>Totals:</b>							

Center Name	Estimated # of Total Persons in facility's Service Area	Broadband Workstations				Facility Broadband Connection Speed (Mbps)		Weekday Hours Open to the Public		Weekend Hours Open to the Public		Weekday Number of Persons Served		Weekend Number of Persons Served	
		Number of Broadband Stations Available (CURRENT)	Number of Broadband Stations to be Replaced (PROPOSED)	Number of Broadband Stations to be Added (PROPOSED)	Number of Broadband Workstations Available (PROPOSED)	Facility Broadband Connection Speed (CURRENT Mbps)	Facility Broadband Connection Speed (PROPOSED Mbps)	Average Hours Open to Public Per 120-hour Business Week (CURRENT)	Average Hours Open to Public Per 120-hour Business Week (PROPOSED)	Average Hours Open to Public Per 48-hour Weekend (CURRENT)	Average Hours Open to Public Per 48-hour Weekend (PROPOSED)	Proposed # persons served per 120-hour business week (CURRENT)	Proposed # persons served per 120-hour business week (PROPOSED)	Proposed # persons served per 48-hour weekend (CURRENT)	Proposed # persons served per 48-hour weekend (PROPOSED)
Central Blvd. Library Public Computer Center	172,437	24	0	100	124	70	70	48	48	16	16	992	3968	396	1584
University Blvd. Library Mobile Computer Center Lab	15000	0	0	30	30	70	70	68	68	19	19	13000	13000	4600	4600
Brownsville Adult Literacy Center Mobile Learning Lab	172,437	0	12	0	12	70	70	24	24	0	0	0	288	0	0
United Way Public Computer Center	172,437	0	0	5	5	70	70	40	40	0	0	0	200	0	0
<b>Totals: 532311</b>		<b>24</b>	<b>12</b>	<b>135</b>	<b>171</b>	<b>70.0</b>	<b>70.0</b>	<b>45.0</b>	<b>45.0</b>	<b>8.8</b>	<b>8.8</b>	<b>13992</b>	<b>17456</b>	<b>4996</b>	<b>6184</b>

**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. Connect Brownsville	11.557	\$	\$	\$ 880,473.00	\$ 377,345.00	\$ 1,257,818.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 880,473.00	\$ 377,345.00	\$ 1,257,818.00

**SECTION B - BUDGET CATEGORIES**

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) Connect Brownsville	(2)	(3)		
a. Personnel	\$ 0.00	\$	\$	\$	\$ 0.00
b. Fringe Benefits	0.00				0.00
c. Travel	0.00				0.00
d. Equipment	380,801.00				380,801.00
e. Supplies	0.00				0.00
f. Contractual	0.00				0.00
g. Construction	816,242.00				816,242.00
h. Other	60,775.00				60,775.00
i. Total Direct Charges (sum of 6a-6h)	1,257,818.00	0.00	0.00	0.00	1,257,818.00
j. Indirect Charges	0.00				0.00
k. TOTALS (sum of 6i and 6j)	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,257,818.00
7. Program Income	\$ 0.00	\$	\$	\$	\$ 0.00

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<b>SECTION C - NON-FEDERAL RESOURCES</b>				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Connect Brownsville	\$ 377,345.00	\$ 0.00	\$ 0.00	\$ 377,345.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 377,345.00	\$ 0.00	\$ 0.00	\$ 377,345.00

<b>SECTION D - FORECASTED CASH NEEDS</b>					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 880,473.00	\$ 880,473.00	\$ 0.00	\$ 0.00	\$ 0.00
14. Non-Federal	377,345.00	377,345.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 1,257,818.00	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00

<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Connect Brownsville	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00

<b>SECTION F - OTHER BUDGET INFORMATION</b>	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

**BUDGET INFORMATION - Non-Construction Programs**

OMB Approval No. 0348-0044

<b>SECTION A - BUDGET SUMMARY</b>						
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. Connect Brownsville	11.557	\$	\$	\$ 880,473.00	\$ 377,345.00	\$ 1,257,818.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 880,473.00	\$ 377,345.00	\$ 1,257,818.00
<b>SECTION B - BUDGET CATEGORIES</b>						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY					Total (5)
	(1) Connect Brownsville	(2)	(3)			
a. Personnel	\$ 0.00	\$	\$	\$	\$	0.00
b. Fringe Benefits	0.00					0.00
c. Travel	0.00					0.00
d. Equipment	380,801.00					380,801.00
e. Supplies	0.00					0.00
f. Contractual	0.00					0.00
g. Construction	816,242.00					816,242.00
h. Other	60,775.00					60,775.00
i. Total Direct Charges (sum of 6a-6h)	1,257,818.00	0.00	0.00	0.00	0.00	1,257,818.00
j. Indirect Charges	0.00					0.00
k. TOTALS (sum of 6i and 6j)	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,257,818.00
7. Program Income	\$ 0.00	\$	\$	\$	\$	0.00

Authorized for Local Reproduction

<b>SECTION C - NON-FEDERAL RESOURCES</b>				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Connect Brownsville	\$ 377,345.00	\$ 0.00	\$ 0.00	\$ 377,345.00
9.				0.00
10.				0.00
11.				0.00
12. TOTAL (sum of lines 8-11)	\$ 377,345.00	\$ 0.00	\$ 0.00	\$ 377,345.00

<b>SECTION D - FORECASTED CASH NEEDS</b>					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
		\$ 880,473.00	\$ 880,473.00	\$ 0.00	\$ 0.00
14. Non-Federal	377,345.00	377,345.00	0.00	0.00	0.00
15. TOTAL (sum of lines 13 and 14)	\$ 1,257,818.00	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00

<b>SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT</b>				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16. Connect Brownsville	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00
17.				
18.				
19.				
20. TOTAL (sum of lines 16-19)	\$ 1,257,818.00	\$ 0.00	\$ 0.00	\$ 0.00

<b>SECTION F - OTHER BUDGET INFORMATION</b>	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	



Duties: Taught 5 Social Studies subjects while also assisting the school library. Coached academic enrichment activities such as UIL.

## **Publications:**

### **Books**

2006 John Hawthorne The Ghosts of Fort Brown Volume Three Arnulfo L. Oliveira  
Literary Society Press

2004 Javier Garcia and John Hawthorne The Ghosts of Fort Brown: Another Informal  
Study of Brownsville Folklore and Parapsychology Volume Two Arnulfo L. Oliveira  
Literary Society Press

2003 John Hawthorne, Javier Garcia, and Justin Lawrence The Ghosts of Fort Brown: An  
Informal Study of Brownsville Folklore And Parapsychology Arnulfo L. Oliveira Literary  
Society Press

2002 John Hawthorne and Marco DeLeon A Scorpion Sports Legacy University of  
Texas at Brownsville and Texas Southmost College Press

### **Articles**

2005 The Menton Murray Family of Harlingen: A Legacy of Public Service published in  
Stories of Rio Grande Valley History ed. Milo Kearney, Anthony Knopp, and Antonio  
Zavaleta. University of Texas at Brownsville and Texas Southmost College Press

### **Other**

Many grant applications and archival finding-aides as needed in current position

# JERRY D. HEDGECOCK

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## SUMMARY OF QUALIFICATIONS

The following items represent a short summary of qualifications and experience that provides an outline of my skills, abilities, and accomplishments:

- ❖ Demonstrated capacity to provide professional management with adherence to policy, goals and objectives.
- ❖ More than ten years of experience in managing, implementing, and supervising library services.
- ❖ Proven track record in grant writing with successful grant awards for the Brownsville Public Library in excess of \$8,486,000.00 (includes Federal, State of Texas, corporate and private foundation grants).
- ❖ Proven track record of accurately managing budgets, creating reports, information management, customer service, and library development efforts.
- ❖ Experience in developing and managing television program production and broadcasting on City of Brownsville's cable access channel.
- ❖ Knowledge and experience with broadcast equipment, computer based video systems, cameras, etc.
- ❖ Founding of the Valley Information Alliance consortium of public libraries located here in the Rio Grande valley which provides annual funding in underwriting our Internet and Library automation programs and services.
- ❖ Adept at developing and planning library expansion and growth such as the Southmost Branch Library which was completed under budget.
- ❖ Experience in graphic design and developing print publications, specialty graphic products such as posters, banners, plaques and other publicity materials.
- ❖ Extensive knowledge and experience in high level computer networking, computer applications, wireless networking, and general computer technology.
- ❖ Demonstrated experience in managing and supervising staff at all levels of library organization.

## EMPLOYMENT EXPERIENCE

**INTERIM LIBRARY DIRECTOR -- Brownsville Public Library System**      September 2005 to Present

*Responsible for all administrative management of the Brownsville Public Library System including staffing, budget, and library services, etc. Provide administrative oversight on all day-to-day operations of the library system. Library System representative to Brownsville Public Library Advisory Board, representative to Cameron County Library System, South Texas Library System, Texas State Library and Archives Commission, Valley Information Alliance (VIA), developed seventh ERATE grant in conjunction with the Library's System*

*Continued...*

# **JERRY D. HEDGECK**

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*Analyst which was awarded \$700,384.21 for wireless network equipment, IP video delivery equipment, switches, core switch upgrades, servers, equipment, additional cabling, Internet services, servers, routers, switches, wireless networking equipment, etc.*

## **ASSISTANT LIBRARY DIRECTOR – BROWNSVILLE PUBLIC LIBRARY SYSTEM 2003 to Sept. 2005**

*Served as assistant library director for the Library System responsible for library services in the absence of the Library Director, the design and development of the Southmost Branch Library, grant development and management, development of new library services and overseeing reference services, designed, coordinated, and managed the Southmost Branch Library project, administered and managed Internet and data services provided by our library for members of the Valley Information Alliance Consortium, these services include: Internet, union catalog, and historical database services, developed, managed and implemented grants including federal, state and private grant funding, implement and manage City of Brownsville's cable access channel, developed fifth ERATE grant which was awarded \$875,633.27 and our sixth ERATE grant which was awarded \$374,678.02 for network infrastructure equipment, network maintenance, Internet services, servers, switches, wireless networking equipment, etc.*

## **ACTING LIBRARY DIRECTOR – BROWNSVILLE PUBLIC LIBRARY 2002 to 2003**

*Responsible for day-to-day administrative management of library departments including staffing, budget, and library services, etc. Provide administrative oversight on all day-to-day operations of the library system. Library System representative to Brownsville Public Library Advisory Board, representative to Cameron County Library System, South Texas Library System, Texas State Library and Archives Commission, Valley Information Alliance (VIA), developed fourth ERATE grant which was awarded \$1,555,168.28 for network infrastructure equipment, additional cabling, Internet services, servers, routers, switches, wireless networking equipment, etc.*

## **HEAD OF TECHNICAL SERVICES/SYSTEM ANALYST – Brownsville Public Library 2000 to 2002**

*Supervised the staff of the Technical Services Department, managed all cataloging and acquisitions of library books and materials, supervised the physical processing of all library materials, developed and maintained standards and procedural manual for the processes of the Technical Services Department, manage grant project and funds from the State of Texas, write, manage grant application and award from the SBC Foundation for equipment for video program development for airing on channel 12, Implement and manage the Library's network Internet services to the members of the Valley Information Alliance Consortium (VIA), supervise the library's Automation Technologist, responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server and Windows based servers, training of library staff on automation system and library services, plan, implement and manage the library's and the City of Brownsville's Web sites on the Internet, develop, write grant applications for funding for library projects, developed third ERATE grant which was awarded \$1,175,807.51 for*

*network infrastructure equipment, additional cabling, Internet services, servers, routers, switches, wireless networking equipment, etc.*

**ACTING HEAD OF TECHNICAL SERVICES – Brownsville Public Library**

1999 to 2000

*Supervised the staff of the Technical Services Department, managed all cataloging and acquisitions of library books and materials, supervised the physical processing of all library materials, developed and maintained standards and procedural manual for the processes of the Technical Services Department, manage grant project and funds from the State of Texas, write, manage grant application and award from the SBC Foundation for equipment for video program development for airing on channel 12, Implement and manage the Library's network Internet services to the members of the Valley Information Alliance Consortium (VIA), supervise the library's Automation Technologist, responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server and Windows based servers, training of library staff on automation system and library services, plan, implement and manage the library's and the City of Brownsville's Web sites on the Internet, develop, write grant applications for funding for library projects, developed second ERATE grant which was awarded \$1,945,145.62 for network infrastructure equipment, cabling, Internet services, servers, etc.*

**SYSTEM ANALYST – Brownsville Public Library**

1999

*Supervise the library's Automation Technologist, responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server, LANtastic and Windows based servers, training of library staff on automation system and library services, plan, implement and manage the library's and the City of Brownsville's original Web sites on the Internet, develop, write grant applications for grant funding for library projects, manage the Library's network Internet services to the members of the Valley Information Alliance Consortium (VIA), produce video programming for airing on channel 12 for the City of Brownsville, provide training workshops for the City of Brownsville on Internet and Email use, manage and provide Internet services for City Departments, establish first dedicated communication lines to City Hall and City Departments for Email and Internet access, developed first ERATE grant which was awarded \$348,999.26 for network infrastructure.*

**ACTING HEAD OF TECHNICAL SERVICES – Brownsville Public Library**

1998 to 1999

*Supervised the staff of the Technical Services Department, managed all cataloging and acquisitions of library books and materials, supervised the physical processing of all library materials, developed and maintained standards and procedural manual for the processes of the Technical Services Department, manage grant project and funds from the State of Texas, write, manage grant application and award from the SBC Foundation for equipment for video program development for airing on channel 12, Implement and manage the Library's network Internet services to the members of the Valley Information Alliance Consortium (VIA), supervise the library's Automation Technologist, responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server and Windows based servers, training of library staff on automation system and library services, plan, implement and manage the library's and the City of*

# JERRY D. HEDGECOCK

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*Brownsville's Web sites on the Internet, develop, write grant applications for funding for library projects.*

**SYSTEM ANALYST – Brownsville Public Library** 1997

*Supervise the library's Automation Technologist, responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server, LANtastic and Windows based servers, training of library staff on automation system and library services, plan, implement and manage the library's and the City of Brownsville's original Web sites on the Internet, develop, write grant applications for network grant funding, plan and implement a dial-up data service for City Departments for Internet and Email access.*

**ACTING ASSISTANT LIBRARY DIRECTOR – Brownsville Public Library** 1996 to 1997

*Responsible for Library operations in absence of Library Director, responsible for the daily supervision of library departments, supervise library secretary and reference staff, oversee the acquisition of library materials, create reports, create and publish all library informational materials, responsible for library automation system, network and supervision of the Automation Technologist, write, develop and manage grant applications, manage grant awarded fund and project from the Texas State Library and Archives Commission.*

**SYSTEM ANALYST – Brownsville Public Library** 1996

*Supervise the library's Automation Technologist, responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server, LANtastic and Windows based servers, training of library staff on automation system and library services, plan, implement and manage the library's and the City of Brownsville's original Web sites on the Internet, develop, write grant applications for network grant funding.*

**AUTOMATION TECHNOLOGIST – Brownsville Public Library** 1996

*Responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server, LANtastic and Novel servers, training of library staff on automation system and library services, Plan, implement and manage the library's first high speed connection to the Internet.*

**ACTING ASSISTANT DIRECTOR – Brownsville Public Library** 1995 to 1996

*Responsible for Library operations in absence of Library Director, responsible for the daily supervision of library departments, supervise library secretary and reference staff, oversee the acquisition of library materials, create reports, create and publish all library informational materials, responsible for library automation system, network and duties of the Automation Technologist position.*

**AUTOMATION TECHNOLOGIST – Brownsville Public Library** 1994 to 1995

*Responsible for the day-to-day operation and management of library network, SIRSI library automation system, computer workstations, Unix server, LANtastic and Novel servers, training of library staff on automation system and library services.*

**COMPUTER TECHNICIAN – Brownsville Public Library** 1993 to 1994

*Responsible for the design, development and implementation of the library's original data network including Unix server, network Hubs, data cabling, application development and deployment, acquisition and deployment of library's original SIRSI library automation system, management of library materials database and deployment of LANtastic and Novel server systems.*

**VICE-PRESIDENT – PRIMA PUBLISHING SERVICES, INC.** 1993 to 1994

*Directed day-to-day office operations, accounting, public relations, customer service, and product development, managed and implemented corporate network and computer systems including commercial digital typesetting equipment and printing services, responsible for graphic design services.*

**AUTOMATION LIBRARIAN – ETHEL WHIPPLE MEMORIAL LIBRARY** 1991 to 1993

*Responsible for analyzing library needs, selecting software, hardware, and implementing library automation project to fit defined requirements, installed local area network, personal computers, and specialized library equipment, installed and maintained Bibliofile MARC record cataloging system, installed and managed library WIZARD Circulation system and network, assisted patrons with reference materials.*

**SALES/SERVICE REPRESENTATIVE – PRIMA TECH COMPUTER SYSTEMS** 1988 to 1993

*Responsible for sales and service on client computer systems, software training of clients, traveled extensively in South Texas area servicing computer equipment, produced special packaging for in-house produced software, training and installation of Artisoft Lantastic network system, produced computer video animation for custom software, multi-media programming, installation and configuring of Bibliofile cataloging systems for library customers, training on APC LAN system.*

**PERIODICAL LIBRARIAN (PARAPROFESSIONAL) – HARLINGEN PUBLIC LIBRARY** 1986 to 1991

*Public relations, patron assistance, supervised employees and summer youth workers. Arranged, planned, implemented programs for Library patrons, editor of library news letter, responsible for reviewing and selecting AV equipment and computer hardware and software for library, responsible for servicing and configuring Bibliofile catalog system, evaluating and selecting AV materials for collection, maintaining library historical file collection, responsible for selecting and evaluating materials for rebinding, supervisor for Periodical Department, responsible for selecting, ordering and maintaining periodical collection and supervising department employees, responsible for library security.*

# JERRY D. HEDGECOCK

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## GRANT EXPERIENCE:

*The following is a list of some of the successful grant awards for the Brownsville Public Library that I have written, co-written and implemented:*

- ERATE:                    2005, \$700,384.21 (co-written with Mr. James McCoy)  
                                  2004, \$374,678.02 (co-written with Mr. James McCoy)  
                                  2003, \$875,633.27  
                                  2002, \$1,555,168.28  
                                  2001, \$1,175,807.51  
                                  2000, \$1,945,145.62  
                                  1999, \$348,999.26

*The above ERATE grants have been for network equipment, cabling, wireless equipments, servers, switches, IP Telephone system, communications, Internet, etc.*

- Texas Infrastructure Fund:  
                                  \$500,000.00 for video conferencing equipment and computers  
                                  \$175,000.00 for computer equipment  
                                  \$100,000.00 for digital history project equipment  
                                  \$75,000.00 for public computer workstations

*The above grants provided computer workstations, scanners, digital cameras, printers, video conferencing equipment, etc.*

- Texas State Library and Archives Commission (TSLAC): 1997-98, \$350,000.00  
*Connection Grant: provided funding that allowed Brownsville Public Library to building the original wide-area-network connecting all of the public libraries in Cameron and Hidalgo Counties back to our Library for Internet and library data services. This grant allowed Brownsville Public Library to create the VIA consortium.*
- SBC/TSLAC Grant: 1998, \$29,890.00  
*This grant provided funding for the original video editing equipment that the library used to begin video production for programming for Channel 12.*
- Bill and Melinda Gates Foundation PACHUG Grant (In partnership with TSLAC):  
                                  2006-07, \$26,250.00  
*This grant provided funding for public access computers for Internet and data services.*
- Bill and Melinda Gates Foundation “Staying Connected” Grants (In partnership with TSLAC):  
                                  2005-06, \$9,222.00

*This grant provided funding for public access computers for the Children's Department at the Main Library.*

- Bill and Melinda Gates Foundation grants (In partnership with TSLAC):

1998-99, \$50,300.00

*This grant provided funding for public access computers, printers, and equipment for Internet and data services.*

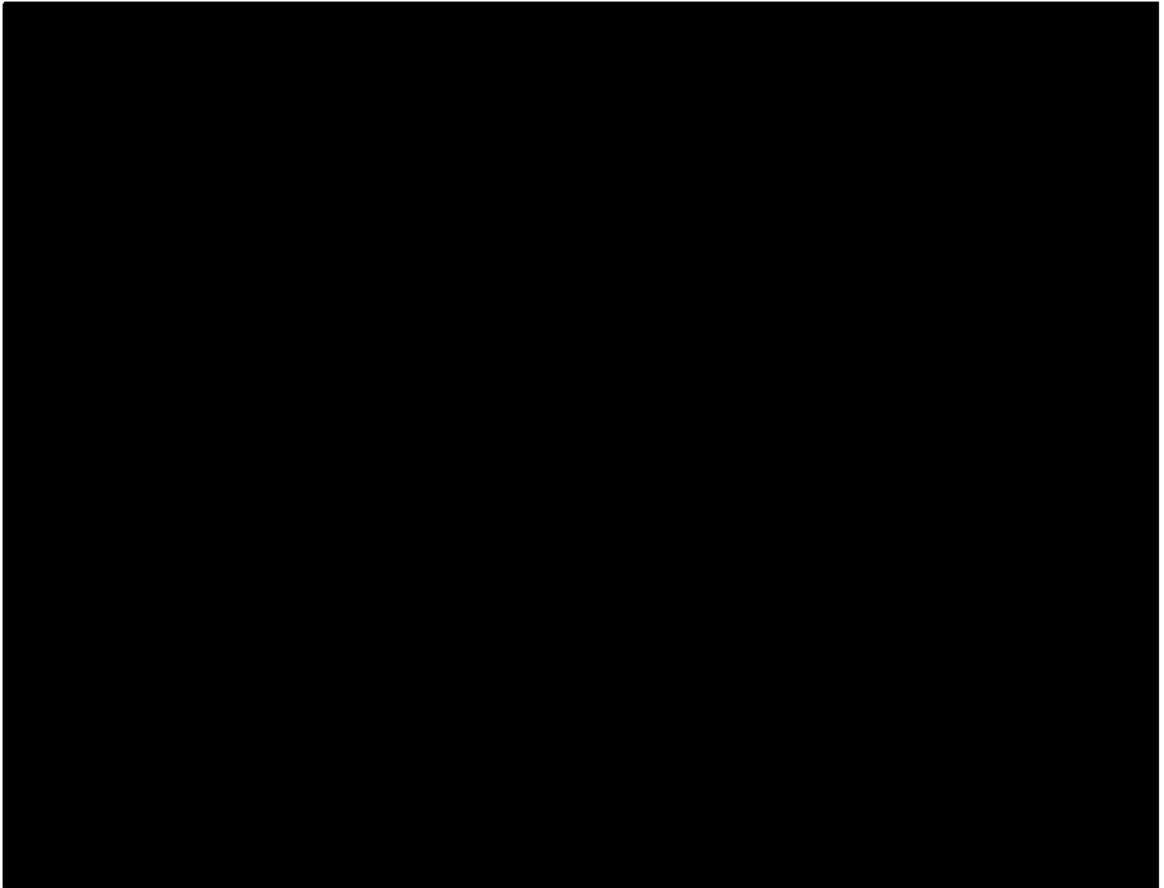
- CDBG Grant: 2003, \$150,000.00

*This grant provided funding for computer workstations for the Southmost Branch Library.*

- CDBG Grant: 2004, \$45,000.00

*This grant provided funding for furniture for the Southmost Branch Library.*

**EDUCATION:**



# Victor Rivera

## WORK HISTORY

2008 - Present

### *Executive Director, Brownsville Literacy Center*

Assist the Board of Directors in whatever ways necessary; oversee the maintenance and operation of the Center; supervise employees as needed; maintain accurate statistics and service reports.

2007

### *Education Coordinator, Brownsville Literacy Center*

Coordinated planning and implementation of the educational programs; supervised the recruitment, training and performance of community volunteers to serve the best interests of the program and the students.

2005 - 2007

### *Purchasing Assistant, Los Fresnos CISD*

Processed and modified purchase orders for departments and campuses throughout the district; prepared annual bids with local and out-of-state vendors; assisted with the training of the procurement process to new purchasing clerks.

1997 - 2005

*GED Computer Lab Instructor, Community Development Corporation of Brownsville - YouthBuild Brownsville Program* - Instructed youth in skills to attain GED; prepared weekly, quarterly and yearly performance reports as required for documentation of student progress and evaluation of program effectiveness; submitted a semiannual progress report to AmeriCorp using the Web Based Reporting System (WBRS).

1997 - 1998

### *Mobile Lab Instructor, Brownsville Literacy Center*

Assisted with recruitment, placement, and instruction of adult learners, testing to ascertain level of language proficiency and math grade levels. Maintained up-to-date student files containing appropriate documentation, including attendance records, test results, anecdotal records; prepared final report on learners' progress.

## VOLUNTEER EXPERIENCE

2009 - Present

### *Healthy Communities of Brownsville, Inc., Board Treasurer/Education TrendBender*

*Chair* - As a board of director, it is my duty to make a difference through creativity, diversity, accountability, collaboration, and leadership while promoting the well being of our community so that we may live in a healthy, clean and beautiful city.

2007- Present

### *Public Utilities Board Consumer Advisory Panel (PUBCAP)*

Express community concerns to enable the PUB to improve communications and services to its customers.

2005 - 2008

### *President of UTB Alumni Association*

Provided written reports at each board meeting regarding the financial status of the Association and served as chair of the Finance Committee; served as Board of Director and Treasurer.

2000 - 2005  
and 1996 - 1997

### *E.S.L. Instructor, Brownsville Literacy Center*

Provided basic English language skills to adult learners; administered unit tests; maintained student files, attendance records and test results; completed approximately 500+ volunteer hours serving the literacy needs of underserved individuals in the greater Brownsville area.

## EDUCATION

James McCoy



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**Profile**

- Assistant Public Information Services Director for the City of Brownsville
- Ten years of experience with the Library.
- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, volunteers, and senior management.

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**Relevant Experience & Accomplishments**

Working for the Public Information Services/Library Department for the past 10 years has given me the opportunity to hold several different positions within the departments and I feel this makes me uniquely qualified for this position. As the Automation Specialist I acquired extensive knowledge of the computer network ranging from workstation configurations to the Wide Area Network that Brownsville operates. As the System Analyst I furthered the knowledge gained as the Automation Specialist and managed the implantation of the network and computer system for the Southmost Branch Library. As the Technical Services Supervisor I acquired knowledge about the inner workings of the Library. I have been successful in acquiring numerous grants for the Library and overseen the implementation of those grants. I have managed the operation of Channel 12 and seen it grow from a text based system to the successful channel that it has evolved into. For the past 14 months I have held the position of Acting Assistant Public Information Services Director. I have called upon my 9 years of experience with the department to assist the Department Director in preparing Budget documents, preparing grant documents, public presentations, city presentations and the day to day operation of the department.

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**Employment****Assistant Department Director***2007-present**City of Brownsville, Texas*

- Assists the Director supervise and evaluate the staff of the department, including the Library System division, Channel 12 Media Services division, and grant and library planning division. Assists the Director develop and implement the department's annual budget. Assists in the preparation of and review of funding allocations for the departments through applications of grants and awards from state and national funding agencies. Prepares long range goals and objectives for continuous improvement of the services rendered by the department including the Library System division and the City's cable access channel services under the Media Services division.

**System Analyst/Technical Services Supervisor***2003/2007**City of Brownsville, Texas*

- Responsible for the operations Valley information Alliance Wide Area Network.
- Managed the City of Brownsville E-mail, Internet Access and Document storage requirements.
- Implemented Southmost Branch Library Computer Network from conception to completion.
- Management and implementation of State and Federal grants in excess of \$5,000,000.
- Management and supervision of the Library Technical Service Department.
- Management and supervision of channel 12 programming and staff.

**Automation Specialist***1999-2003**City of Brownsville, Texas*

- Assisted the System Analyst in the operation of the Library computer network.
- Maintained computers and network hardware.
- Maintained computer and server operating systems.

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**Community  
Involvement****Texas Sate Technical College, Advisory Committee Member**  
**Arroyo Youth Soccer Association, Assistant Coach**

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**Honors &  
Awards**

**City of Brownsville, Employee of the month**

# Traci Wickett

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

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## E D U C A T I O N

[REDACTED] [REDACTED]  
[REDACTED] [REDACTED]  
[REDACTED] [REDACTED] [REDACTED]  
[REDACTED] [REDACTED] [REDACTED]

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## P R O F E S S I O N A L E X P E R I E N C E

**MARCH 1, 1996 TO PRESENT** - PRESIDENT AND CHIEF EXECUTIVE OFFICER OF UNITED WAY OF SOUTHERN CAMERON COUNTY. MANAGE UNITED WAY SERVING SOUTHERN PORTION OF CAMERON COUNTY, INCLUDING BROWNSVILLE, LOS FRESNOS, PORT ISABEL AND SOUTH PADRE ISLAND. ORGANIZE ANNUAL CAMPAIGNS RAISING UP TO \$1.75 MILLION TO FUND HEALTH AND HUMAN SERVICE PROGRAMS. INCREASED CAMPAIGN PRODUCTION BY 26% IN FIRST YEAR AND EXCEEDED EACH YEAR'S CAMPAIGN GOAL FOR EIGHT YEARS. COORDINATED OVER 200 COMMUNITY VOLUNTEERS PARTICIPATING IN CAMPAIGN.

DEVELOPED SUCCESS BY 6 INITIATIVE BRINGING TOGETHER COMMUNITY AND EDUCATIONAL LEADERS TO FOCUS ON THE DEVELOPMENTAL NEEDS OF CHILDREN FROM BIRTH TO AGE 6, AND SECURED GRANT FUNDING FOR THREE YEARS. THIS INITIATIVE WAS RECENTLY NAMED ONE OF THE TOP FIVE SUCCESS BY 6 INITIATIVES IN THE UNITED STATES BY UNITED WAY OF AMERICA.

ADDRESS NATIONAL CONFERENCE AUDIENCES REGULARLY ON ISSUES OF UNITED WAYS' CHANGING ROLES IN COMMUNITY. MEMBER OF UNITED WAY OF AMERICA'S FACULTY FOR COURSES IN FUNDING SYSTEM REDESIGN, COMMUNITY IMPACT, AND CREATING SUCCESS BY 6 INITIATIVES.

EXPANDED THE UNITED WAY OF SOUTHERN CAMERON COUNTY'S MISSION TO GO BEYOND RAISING AND DISTRIBUTING FUNDS. ORGANIZATION IS NOW FOCUSED ON ACTIVITIES ADDRESSING THE ROOT CAUSES OF PROBLEMS, AND WORKS WITH GOVERNMENT AGENCIES, PRIVATE ORGANIZATIONS, INDIVIDUALS AND FOUNDATIONS TO ADDRESS THE MOST PROFOUND ISSUES IMPACTING THE COMMUNITY.

COLLABORATED WITH BROWNSVILLE INDEPENDENT SCHOOL DISTRICT, CAMERON WORKS, NINOS HEAD START AND LOCAL DAY CARE PROVIDERS AS A PILOT SITE FOR THE TEXAS EARLY EDUCATION MODEL. SUCCESSFUL OUTCOMES OF THE PILOT LED GOVERNOR RICK PERRY TO SIGN SB23, AN EXTENSION OF THE TEEM PROJECT, IN BROWNSVILLE ON JULY 9, 2005.

**SEPTEMBER 1981 TO MARCH 1996** - VICE PRESIDENT & MANAGER OF TECHNOLOGY, MERCANTILE BANK, N.A. PLANNED AND IMPLEMENTED DATA PROCESSING STRATEGIES FOR EFFICIENT BANK OPERATIONS. DESIGNED AND INSTALLED WIDE AREA NETWORK LINKING SIXTEEN BANK LOCATIONS AND OVER SIX HUNDRED WORKSTATIONS. SERVED ON PRODUCT DEVELOPMENT COMMITTEE AND CHAIRED TECHNOLOGY PLANNING GROUP. RESPONSIBLE FOR DATA SECURITY, USER TRAINING, SOFTWARE EVALUATION AND SELECTION AND MAINTENANCE SCHEDULING. BEGAN CAREER IN BANKING AS SECRETARY TO DATA PROCESSING DEPARTMENT IN 1980 AT CORPUS CHRISTI BANK & TRUST AND WORKED UP THROUGH VARIOUS DEPARTMENTAL POSITIONS UNTIL BECOMING DEPARTMENT HEAD IN 1985.

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## C O M M U N I T Y   A C T I V I T I E S

PAST CHAIRMAN, BOARD OF TRUSTEES, TEXAS SOUTHMOST COLLEGE FOUNDATION

STATE ADVISORY COMMITTEE FOR STATE EMPLOYEE CHARITABLE CAMPAIGN, APPOINTED BY GOVERNOR RICK PERRY IN 2003. CURRENTLY SERVING SECOND TERM.

EXECUTIVE COMMITTEE, TEXAS EARLY CHILDHOOD EDUCATION COALITION

IMMEDIATE PAST CHAIRMAN, UNITED WAYS OF TEXAS

MEMBER, UNITED WAY OF AMERICA NATIONAL PROFESSIONAL COUNCIL

CHAIRMAN, BOARD OF DIRECTORS, BROWNSVILLE CHAMBER OF COMMERCE 2003-2004

TEXAS CHALLENGE ADVISORY COMMITTEE

CITY OF BROWNSVILLE ANIMAL SHELTER ADVISORY COMMITTEE

COMMISSIONER, CAMERON COUNTY HOUSING AUTHORITY 1999-2001

BOARD OF DIRECTORS, COMMUNITY COUNCIL OF THE RIO GRANDE VALLEY

BOARD OF DIRECTORS, UNITED WAYS OF TEXAS (1998 – CURRENT)

PROFESSIONAL COUNCIL CHAIR, UNITED WAYS OF TEXAS (2000 AND CURRENT)

PRESIDENT, ROTARY CLUB OF BROWNSVILLE - SUNRISE (1994-95)

ASSISTANT GOVERNOR, ROTARY INTERNATIONAL DISTRICT 5930 (1995-97)

ROTARIAN OF THE YEAR, 1990

SUSTAINING MEMBER, BROWNSVILLE JUNIOR SERVICE LEAGUE

TREASURER, BROWNSVILLE CHAPTER OF THE AMERICAN RED CROSS (1990-93)

MEMBER OF ORGANIZING COMMITTEE, JUNIOR LEADERSHIP BROWNSVILLE

GRADUATE AND CLASS SPOKESPERSON, LEADERSHIP BROWNSVILLE CLASS V H.O.S.T.S. VOLUNTEER, VILLARREAL ELEMENTARY, OLMITO, TEXAS (1996-2001)

TREASURER, LAKEWAY NEIGHBORHOOD ASSOCIATION

YOUTH MENTOR, [REDACTED] [REDACTED] [REDACTED]

WINNER: WARREN GOODWIN MEMORIAL AWARD, UNITED WAYS OF TEXAS (2000)

WOMAN OF THE YEAR, ZONTA CLUB OF BROWNSVILLE, 2006