

MEMORANDUM

To: BTOP Program Staff
National Telecommunications & Information Administration
Department of Commerce

From: Name of Authorized Organization Representative (AOR):
_Michael Meeks_____

Legal Name of Applicant _City of Tallahassee, Inc._____
EasyGrants ID _6509_____

Memo Date: 06/23/10

Re: Revised Response to Question(s) 32, 35, 36 Included on BTOP Application
Originally Submitted on 03/13/10

This memorandum documents our formal submission of a revised response to Question(s) 32, 35, 36, and other metrics of our organization’s BTOP application (EasyGrants ID 6509), as follows:

Question 32: Project Budget
Please see the revised response below.

Project Budget	
Federal Grant Request	\$1,212,020
Total Match Amount	\$ 406,993
Total Budget	\$1,619,013
Match Percent	25.1%

Question 35: Matching Funds
Please see the revised response below.

Cash Match: \$210,000 (12.97% of total budget)
Contributed by: Go Beyond Foundation

In-kind Match: \$196,993 (12.2% of total budget)
Contributed by: City of Tallahassee, Alliance for Digital Equality (ADE), Lexicon Marketing

Question 36: Budget Narrative
Please see the revised response below.

Personnel: \$159,002

[The Grants Manager will oversee the implementation of all program activities, including those of the sub-grant recipients. A Community Outreach Coordinator will be responsible for marketing program services, developing community relationships, planning events, and tracking broadband adoption. Digital Coordinator will ensure program clients are registered, maintain client records, and assist clients with computer usage. The Network Administrator will keep all computer hardware and software secure and operational.]

Fringe: \$35,801

[Fringe for most positions is calculated at 28% of personnel costs because these positions are full time. The fringe rate for the Digital Coordinator is 10.20% because this is a part time position and only included health benefits.]

Travel: \$19,912

[The ADE Program Manager is located in Atlanta, GA. Though most responsibilities and communications will be handled electronically, site visits will be required. These include hiring instructors and the evaluator, identifying program gaps, coaching, managing the program to achieve outcomes, and reporting to the Grants Manager.]

Equipment: \$332,960

[The computer equipment, network, video equipment, SMART board and projector will be used for instructor lead training and self directed training (computer basics, job readiness, etc.). Connectivity will be given to families who will receive a donated refurbished computer.]

Supplies: \$18,640

[This supplies expenditure will cover marketing expenses for the program. Examples of these expenses include advertising, public events, and program literature.]

Contractual: \$6,000

[When the City of Tallahassee eliminated one of two Digital Coordinator position due to budget constraints, the eliminated position was filled with an individual from AmeriCorps. This Digital Coordinator will ensure program clients are registered, maintain client records, and assist clients with computer usage. The 2 part time Digital Coordinator positions will ensure there is always coverage during the center's hours of operation.]

Other: \$915,886

[ADE (sub-grant recipient) will be responsible for soliciting contracts for instructors, live online tutoring, self directed training, and the program evaluator. The Go Beyond Foundation (sub-grant recipient) will be responsible for soliciting, implementing and managing university students who will refurbish computers and who will mentor middle and high school students; a university professor to oversee refurbishment; and conduct technology based field trips for middle and high school students,]

Indirect: \$130,812