

MEMORANDUM

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

From: Name of Authorized Organization Representative (AOR):
Charlene Davis
Legal Name of Applicant Kentucky Arts, Education & Humanities Cabinet/Kentucky Department for Libraries and Archives/300 Coffee Tree Rd./Frankfort, KY 40601
EasyGrants ID
6294

Memo Date: 06/14/10

Re: Revised Response to Question(s) **32 and 36 if SBA, 40 and 44 if PCC** Included on BTOP Application Originally Submitted on 03/13/10

Pages: 6

This memorandum documents our formal submission of a revised response to Question(s) **32 and 36 if SBA, 40 and 44 if PCC** of our organization's BTOP application (EasyGrants ID 6294), as follows:

Question **32 if SBA, 40 if PCC: Project Budget**
Please see the revised response below.

Project Budget	
Federal Grant Request	\$1,349,826
Total Match Amount	\$540,764
Total Budget	\$1,890,590
Match Percent	28.6%

Question **36 if SBA, 44 if PCC: Budget Narrative**
Please see the revised response below.

The budget outlined in Upload Figures B-D, accommodates the challenges of aggregating need-based demand for PCC items for Kentucky's decentralized public library system and for libraries with varying technical maturity. This proposal aims to procure equipment and

software to expand Kentucky PCCs as quickly as possible with appropriate oversight. While equipment and software are purchased early in the program timeframe, the budget is expended over a longer, two year period to provide sustained instructional courses and grant oversight and compliance.

Compliance Function – A part-time KDLA employee will be hired to facilitate compliance with participating libraries for grant reporting and oversight consistent with ARRA requirements. This role would be overseen by current KDLA staff that executes comparable functions. This cost is incurred over the two year grant period.

Equipment Procurement Support – Provides approval for equipment/software purchases based on appropriateness and compatibility with existing infrastructure in advance of procurement. Following approval, a library would proceed with procurement and installation. Equipment Procurement Support costs would be completed by month three.

Distributed Library Staff Training – Provides library staff with training to teach courses and PCC management skills, as needed by local librarians and library administrators. Training expands current continuing education opportunities for librarians and is specifically focused on the “Kentucky Public Library Workforce Opportunity Series.” These training courses target one-time skills improvement for librarians to achieve a self-sustaining level of ability to continue to provide formal and informal instruction on the relevant topics. This training is to be completed within three months of program onset.

Outreach Materials – Provides marketing and promotional tools such as posters, pamphlets, information sheets, and other related items. One-time costs are associated with the development and reproduction of marketing materials, like posters, that can be reused in the future and reproduced in quantities as needed by the participating libraries.

Locally Procured Hardware/Software – Provides the PCC equipment and software to expand and improve Public Computer Centers. Procurement will proceed as fast as reasonably possible following approval, with items purchased locally enabling libraries to accurately specify to their existing infrastructure. This will also stimulate the local economy. Purchasing will be substantially complete within three to four months of program onset.

Instruction for the Workforce Opportunity Series – Each library is allocated \$1,800 per year over a two year period to pay for the cost of added instructors from the partners in this proposal, or from current library staff, that will teach library PCC users.

E-Rate Training – Provides training, workshops, instruction and project oversight for libraries applying for E-Rate to create savings for sustaining equipment.

Question from the Additional Information Needed for BTOP Application #6294 email dated 6/9/2010:

Administrative: Please edit and resend the previously-submitted Application Revision Memo to include your physical street address, which was mentioned in your SIR response document. This address must be submitted via the Application Revision Memo document.

Kentucky Department for Libraries & Archives
300 Coffee Tree Rd.
Frankfort, KY 40601

Explanation of budget changes:

Please accept the following changes to our budget based on feedback provided that will result in the following overall changes:

- 1) Revision of overall budget to \$1,890,590 from the following changes to original submitted budget in application:
 - a. Addition of the \$150,000 Gates Foundation cash funding for E-Rate Training
 - b. Reduction of equipment requested and initially approved to meet initial federal contribution amount, per request on June 11:
 - i. Surge protector power strip - 293; \$3,516
 - ii. Digital projectors - 38; \$32,300
 - iii. Headphones - 618; \$618
 - iv. Microphones - 224; \$3,360
 - v. Total: \$39,794
 - c. This reduction in equipment is necessary as a result of reducing the proposal development costs matching contribution to 5% of overall program costs. While the addition of E-Rate training contribution increased the overall matching percentage, the funding for E-Rate training is also restricted to the costs of administering this E-Rate program. Reducing the proposal development contribution effectively reduced the "free" matching contribution ~\$90K, which is why the previous budget submitted indicated an increase in the federal funding request of this amount. This gap is met in the current budget through the program cost reductions above and a new cash contribution from the Kentucky Department for Library & Archives of approximately \$51K.
- 2) Revision of matching contribution to \$540,764 and 28.6% of overall program costs from the following changes:
 - a. Reduce proposal development contribution to 5% of overall budget to \$94,529
 - b. Add Gates E-Rate Training \$150,000 cash contribution that will enable sustainability
 - c. Add KDLA cash contribution of \$51,713 to address funding gap from reduction of proposal development contribution

Revised Overall Budget

Previous Total Budget	\$1,780,384
New Total Budget with Gates E-Rate Training and Support, KDLA (Cash - \$150K)	\$1,890,590
Add Gates E-Rate Training and Support, KDLA (Cash - \$150K)	
Reduce equipment in program costs (\$39,794)	

Matching Contributions

Bill & Melinda Gates Foundation (Cash)	\$ 240,000
Bill & Melinda Gates Foundation - E-Rate Training and Support (Cash)	\$ 150,000
KDLA Cash Contribution	\$ 51,713
Total Cash Contribution	\$ 441,713
KDLA Librarian Training Oversight for Overall Program (In-Kind)	\$ 4,522
Total In-Kind Contribution	\$ 4,522
Bill & Melinda Gates Foundation - Proposal Development Consultant Costs (In-Kind)	\$ 168,000
KDLA Staff Proposal Development Costs (In-Kind)	\$ 18,036
Total In-Kind Proposal Development Contribution Amount	\$ 186,036
Total Eligible based on 5% Proposal Development Limitation	\$ 94,529
Total Matching Contribution	\$ 540,765
Revised Matching Contribution % of Overall Budget	28.60%

Note: "KDLA Library Training Oversight" (\$4,522) is not a proposal development cost, but part of the cost of administering, leading, and organizing library staff training that is essential for overall program success and is detailed in the proposal.

These revisions and changes will be reflected in the new budget forms submitted, as well as the in the following Job Creation chart and Summary of Program Costs.

Job Creation Methodology

Project Budget:	\$	1,890,590.00
ARRA - Table 5 Guidance (Gov. Spend for 1 job-year)	\$	92,000

Total Job-Years Created: 20.55

Direct/Indirect Pool (64%: ARRA - Table 5 Guidance) 13.15
Induced (36%: ARRA - Table 5 Guidance) 7.40

Compliance FTE Utilization Based on Project Plan:

Q1	50.0%
Q2	50.0%
Q3	25.0%
Q4	25.0%
Q1-Q4 Average	37.5%

Q5	25.0%
Q6	25.0%
Q7	25.0%
Q8	25.0%
Q5-Q8 Average	25.0%

Q1-Q8 Direct Job-Years Created: 0.63

Direct job-years created:	0.63
Indirect job-years created:	12.53
Induced job-years created:	7.40
Total job-years created:	20.55

SIR 6294, Kentucky Department for Libraries & Archives

Summary of Program Cost

Year 1

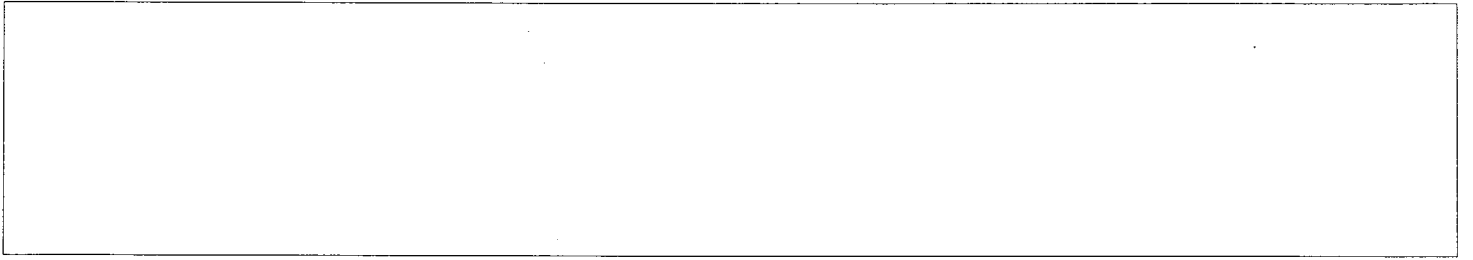
Summary	Months	1	2	3	4	5	6	7	8	9	10	11	12
Compliance Function	\$	1,682.38	\$ 1,682.38	\$ 1,682.38	\$ 1,682.38	\$ 1,682.38	\$ 1,682.38	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19
Procurement Support	\$	41,200.00	\$ 41,200.00	\$ 31,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Distributed Library Staff Training	\$	4,074.02	\$ 4,074.02	\$ 4,074.02	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach Materials (Posters, Pamphlets, etc.)	\$	1,566.67	\$ 1,566.67	\$ 1,566.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Approved Equipment Requested by Libraries	\$	392,265.13	\$ 392,265.13	\$ 285,283.73	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Approved Software/Database Subscriptions by Libraries	\$	95,873.43	\$ 95,873.43	\$ 69,726.13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Device Installation	\$	12,381.67	\$ 12,381.67	\$ 12,381.67	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational Courses (Librarian selects instructors from OET, KCTCS, Adult Ed, library staff)	\$	9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
E-Rate Training	\$	6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
Total Monthly Costs	\$	564,293.31	\$ 564,293.31	\$ 421,564.61	\$ 16,932.38	\$ 16,932.38	\$ 16,932.38	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19
Rolling Total Costs	\$	564,293.31	\$ 1,128,586.62	\$ 1,550,151.22	\$ 1,567,083.61	\$ 1,584,015.99	\$ 1,600,948.38	\$ 1,617,039.57	\$ 1,633,130.76	\$ 1,649,221.95	\$ 1,665,313.14	\$ 1,681,404.34	\$ 1,697,495.53
Total Program Costs	\$	1,890,589.83											

Year 2

Summary	Months	13	14	15	16	17	18	19	20	21	22	23	24
Compliance Function	\$	841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19	\$ 841.19
Procurement Support	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Distributed Library Staff Training	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outreach Materials (Posters, Pamphlets, etc.)	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Approved Equipment Requested by Libraries	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Approved Software/Database Subscriptions by Libraries	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Device Installation	\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Educational Courses (Librarian selects instructors from OET, KCTCS, Adult Ed, library staff)	\$	9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00
E-Rate Training	\$	6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00	\$ 6,250.00
Total Monthly Costs	\$	16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19	\$ 16,091.19
Rolling Total Costs	\$	1,713,586.72	\$ 1,729,677.91	\$ 1,745,769.10	\$ 1,761,860.30	\$ 1,777,951.49	\$ 1,794,042.68	\$ 1,810,133.87	\$ 1,826,225.06	\$ 1,842,316.26	\$ 1,858,407.45	\$ 1,874,498.64	\$ 1,890,589.83

	11.577			1,349,826.00	540,764.00	1,890,590.00
						0.00
						0.00
						0.00
		0.00	0.00	1,349,826.00	540,764.00	1,890,590.00
						(5)
		240,593.00				240,593.00
		5,165.00				5,165.00
		18,000.00				18,000.00
		1,331,287.00				1,331,287.00
		4,700.00				4,700.00
		133,145.00				133,145.00
		0.00				0.00
		157,700.00				157,700.00
		1,890,590.00	0.00	0.00	0.00	1,890,590.00
		0.00				0.00
		1,890,590.00	0.00	0.00	0.00	1,890,590.00
		0.00				0.00

				390,000.00	390,000.00
t				94,529.00	94,529.00
rsight	4,522.00				4,522.00
	51,713.00				51,713.00
	56,235.00		0.00	484,529.00	540,764.00
	1,211,963.00	1,106,763.00	36,268.00	34,466.00	34,466.00
	485,534.00	443,389.00	14,529.00	13,808.00	13,808.00
	1,697,497.00	1,550,152.00	50,797.00	48,274.00	48,274.00
t					
rsight					
		0.00	0.00	0.00	0.00
1890590					



Column

For new applications