

**MEMORANDUM**

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

From: Name of Authorized Organization Representative (AOR):  
**Jamie Bay, Assistant Executive Director**  
Legal Name of Applicant St. Regis Mohawk Tribe  
EasyGrants ID #7000

Memo Date: **07/14/10**

Re: Revised Response to Question(s) **PCC** Included on BTOP  
Application Originally Submitted on **03/15/10**

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This memorandum documents our formal submission of a revised response to Question(s) of our organization’s BTOP application (EasyGrants ID #7000), as follows:

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

<b>Project Budget</b>	
Federal Grant Request	\$ 641,750
Total Match Amount	\$ 641,750
Total Budget	\$1,283,500
Match Percent	50%

**Question Personnel:**

**The Tribe committed to financially supporting the grant with personnel. It was incorrectly stated in the originally submitted budget that the financial commitment would be solely the responsibility of the IT Director. The Tribe committed additional personnel based on their individual expertise such as marketing and outreach, administrative support for coordination of Tribal resources, personnel, meetings and overall governance. This line item was adjusted to support the Digital Literacy classes being provided by NEF.**

All fringe benefits were calculated on 25% of annual salaries. Additional Staff Resources are allocated on a one-time basis, such as Human Resources identifying Trainers for the PCC Centers, Financial Services setting up accounting practices to capture the hours by Tribal staff for in-kind support of the grant based upon the Federal regulations and Tribal Government processes. These assumptions were based on projections of time spent for varied personnel and varied salaries so they were not included in the individual personnel budget breakdown as they skewed the overall budget. We have included them to the best of our availability based on best estimate of services to be provided.

**Question: Budget Contractual:**

Cyber Learning was a part of the original application. They are a necessary component, providing management and reporting services to the program and are an integral partner in the oversight of the success of each participant. Their services include: Training the Trainers, Evaluation of each participant's progress in the Digital Literacy Program, Monitoring the placement rates and assisting the Tribe in developing long term program revenues for the ongoing success of the program.

They were inadvertently not placed on the contractual services line on the original budget. The adjusted SF424 allocates the cost as being primarily paid for out of matching funds, which have been stipulated for these services, with the balance being provided by Federal funds.

Digital Literacy programs were increased to allow more flexibility in the programs provided as the Tribe had set the goal of training 2319 residents in digital literacy programs. These programs are being offered in-kind to the Tribe from the National Education Foundation and as such no Federal funds are required to pay for the classes.

**Question: Budget Equipment:**

\*Please see the attached revised BTOP budget detail sheet allocating the 25% fringe by individual personnel.

\*\*Please see the BTOP Revised Budget Detail Sheet on the adjusted equipment totals. The broadband enhanced services were incorrect in their extensions.