

Expanding high speed Internet for all South Dakotans.

**SOUTH DAKOTA
BROADBAND**
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**SOUTH DAKOTA
BROADBAND INITIATIVE
TECHNOLOGY
PLANNING GRANT
APPLICATION**

South Dakota Bureau of Information and
Telecommunications

700 Governors Drive
Pierre, SD 57501
605.773.4165

Application
Submission
Deadline

March 28th,
2014
3:00 P.M.
Central Time



Background

The South Dakota Broadband Initiative (SDBI), facilitated by the South Dakota Bureau of Information and Telecommunications (BIT) with funding provided by the United States Department of Commerce's National Telecommunications and Information Administration (NTIA), has developed a competitive grant program for South Dakota Community Anchor Institutions (CAI). These grants provide funding for CAI's to purchase technology with the sole purpose to increase or enhance broadband service usage, adaptation, reliability and sustainability.

The South Dakota Broadband Initiative is committed to the following goals:

- Increase and enhance broadband services in South Dakota
- Educate the public and increase awareness on broadband services
- Blend technology into everyday living
- Increase adaptation and usage of broadband services
- Participate with the NTIA to create fully interactive and accurate maps, reflecting broadband coverage information and speeds for public access at <http://broadband.sd.gov>. Our broadband maps publicly display and enable consumers to search the geographic areas where broadband service is available; the technology used to provide the service; the speeds of the service; and information about broadband service availability.

Community Anchor Institutions are defined by the NTIA as:

- Libraries
- Medical and Healthcare Facilities
- K-12 Educational Facilities and Higher Education Learning Facilities
- Public Safety Facilities (police, fire, military, etc.)
- Governmental Community Support Facilities
- Non-Governmental Community Support Facilities

Grant funding is available to those recognized CAI's that have completed a Technical Assessment by the South Dakota Broadband Initiative Technology Planning Team. Please be advised that the scheduling is filling quickly, so it's important to schedule as soon as possible. If you are not able to be scheduled before the present grant period deadline due to full scheduling, you will be eligible for the next grant period. To schedule an assessment, please register at <http://broadband.sd.gov/TPCO-TAR.aspx>

A list of recognized South Dakota CAI's has been compiled using resources that are publicly available. However, it is possible that not all of South Dakota's CAI's were represented in the resources that were utilized. If you are unsure if you are recognized by the South Dakota Broadband Initiative as a CAI, but you would like to register as one, please visit <http://broadband.sd.gov/ContactUs.aspx>.

BIT - Attn: South Dakota Broadband Initiative
700 Governors Drive, Kneip 3rd Floor - Pierre, SD 57501
phone: 605.773.4165
<http://broadband.sd.gov/TPCO-GA.aspx>

Important Dates and Logistical Information

All application materials must be received electronically as an email attachment or be postmarked by March 28th, 2014. Applications postmarked or submitted electronically after this date will not be considered. If you do not make the deadline, the proposal can be resubmitted or amended and resubmitted for a future grant period. Additional grant periods are planned for 2014.

- Timelines for Spring 2014 grant period:
 - March 3rd – March 28th, 2014 – Grant application submission period
 - March 28th, 2014 - 3:00 PM Central Time – Grant application deadline
 - March 31st – April 15th, 2014 – Grant application review period
 - May 2014 – Notice of awards

Please contact the South Dakota Broadband Team at broadband@state.sd.us or by phone at 605.773.4165 if you have any additional questions.

Grant Guidelines

- Applicant must be a registered CAI with the SDBI.
 - Applicants must fall under the definition of a CAI and be recognized as such by the South Dakota Broadband Initiative. If this is not done, CAI's can contact us to complete the registration process.
- Applicant must have a completed Technology Assessment by the SDBI Technology Planning and Computer Ownership Team.
 - If you have not had a Technology Assessment done, you may contact us to schedule one. Please note that scheduling is based on a first come, first serve basis. If a time slot cannot be scheduled for you by the 1st day of the grant availability date, we will schedule your assessment for a later date and encourage you to apply for a future grant submission period.
- Applicant must provide a 20% match to total project cost.
 - Applicants must provide a 20% match to the total amount of the purchase for technology upgrades provided by grant funding.
 - The match may be cash or In-Kind contributions.
 - **Please note that Cash Matches and In-Kind Matches have different dollar amounts to satisfy the 20% match.** Please visit <http://broadband.sd.gov/Docs/Match%20Explained.pdf> for details.
 - All matching proposals must be documented.
- Application includes technology budget documentation
 - The required budget documentation is described under **Budget Narrative**.
- Application must include a completed W-9 form

- Award preference will be given to first time applicants contingent upon the application score.
 - If the State of South Dakota does not have a current federal W-9 form on file, applicants must also submit a completed W-9 form with the application as part of the **supplemental documentation**. This form can be found at http://bfm.sd.gov/vendor/Substitute_W-9_SD.pdf.
- Application checklist has been completed and all information listed in that checklist has been provided. Incomplete applications will not be considered.

****All Supplemental documentation needs to be emailed as attachments along with the completed Grant Application***

Maximum Grant Award Amount

- Up to \$10,000 in equipment costs from SDBI funding

Award Process

The SDBI will be awarding grants through a competitive process. All proposals will be reviewed and scored by the grant review committee comprised of South Dakota Broadband Initiative team members. The award process is comprised of the following steps:

1. By submitting this application and receiving an award, you agree and commit to meeting the project requirements proposed herein.
2. SDBI will notify the CAI that your application is successful and has been awarded.
3. Awardee issues Purchase Order to vendor(s) for project equipment as it is specified in their grant application.
4. A copy of this completed purchase order as well as verification documentation for matching contribution (for example, additional purchase order, invoice, and other documentation) is to be sent in digital format to broadband@state.sd.us.
5. Upon the CAI's receipt of the ordered equipment, that CAI will send proof of receipt in digital format to broadband@state.sd.us.
6. SDBI will issue a check for the awarded amount within 30 days of the date of the email submission providing proof of receipt.
7. CAI will have 90 days to implement the received equipment for improvements and/or expansions from the date listed on the proof of receipt referenced in item number 5 of this list. If SDBI Technology Planning Staff are being utilized for the implementation, the awarded CAI will need to schedule an install date with them upon receipt. If CAI technical staff, contracted services or similar are being utilized for implementation, CAI will be responsible for notifying the SDBI using the contact information below when implementation is complete.
8. Failure to complete the implementation within the 90 day period will result in CAI being responsible for reimbursement of granted funds to the SDBI.

Grant awards will only be eligible for 1 time equipment purchases. Grant awards are not to be used for recurring costs. Electronic submissions (email) for all grant application documentation is preferred. However, if electronic submission is not possible, please use the contact information listed below for manual or fax submission.

Contact Information

BIT - South Dakota Broadband Initiative
700 Governors Drive – Kneip 3rd Floor
Pierre, SD 57501

605.773.4165 (office)
605.773.3741 (fax)
broadband@state.sd.us

South Dakota Broadband Initiative Technology Planning and Computer Ownership Grant Application Form

Name (This will be used as the program contact): _____

Name of Institution: _____

Mailing Address (Street, City, State, Zip): _____

Physical Address (Street, City, State, Zip): _____

Phone: _____

Email address: _____

Applicant Signature (Same as contact name above): _____

When filling out this application electronically, the above signature is completed by using an Electronic Signature, sometimes called an E-Signature. This field can be populated by either a scanned image of the signee's actual signature, or by creating a Digital ID at the time of signing.

Instructions for creating the Digital ID are as follows:

1. Click the orange arrow icon in the signature field
2. In the **Add Digital ID** message box, select the appropriate location for the Digital ID. If you don't have a current Digital ID in one of the listed formats, proceed to step 3.
3. Select the radio button beside **A new digital ID I want to create now** and click **Next >**
4. Verify that the radio button next to **New PKCS#12 digital ID file** is selected and click **Next >**
5. Fill in the following fields
 - a. **Name** – Your First and Last name
 - b. **Organizational Unit** – Your Institution name within your Organization
 - c. **Organization Name** – Name of Community Anchor Institution Organization (Can be same as above)
 - d. **Email Address** – Your email address (same as used in email address field above)
 - e. **Country/Region** – US – United States
 - f. **Enable Unicode Support** – Make sure this is **unchecked**, therefore **Key Algorithm** and **Use Digital ID for** are irrelevant
6. Click **Next >**
7. Enter your password and confirm your password
8. Click **Finish**

- I. **Organizational Information:** Please tell us about your Institution. What is your mission? What role(s) do you serve in the community? How are you governed and by whom? (no more than two pages)

- II. **Project Interest & Goals:** Prepare up to a one page summary on what this grant will accomplish for your organization. What plans or goals will you fulfill by implementing the desired technology upgrades and/or improvements? When will your organization be able to start the upgrades, who will be involved in implementing the upgrades, and when do you anticipate them being complete?

- III. **Budget Narrative:** Prepare up to a one page detailed financial description indicating all costs included in the proposed project. Please note that you may reference the Technology Assessment report for this. Insufficient/inadequate explanation of existing technology budgets and the details requested in this section may be detrimental to your application's scoring.
- a. Include a list of all the items requested, and the total dollar amount for their purchase. Also include the dollar amount for the 20% match. Please read [this document](#) on how to figure the match amount.
 - b. Include how your organization plans to satisfy the 20% matching requirements. Please attach documentation supporting the match and any other quotes or cost documentation contributing to that 20% match. This should be included as part of the **supplemental documentation**.
 - c. Include the dollar amount that your organization allocates for technology expenses. Required are annual budgeted dollar amount, support or contractor costs and hardware/software maintenance costs. Attach the supporting documentation as part of the **supplemental documentation**. Make sure to highlight or underline the exact line items that contribute to, or support these figures.

IV. **Sustainability:** Prepare up to a one page description illustrating how you plan to sustain and maintain any products or services acquired using these grant funds. Do you have a technical contractor or technical staff? Do you have support contracts or service plans? Please include any other pertinent details.

V. **Current Infrastructure:** Tell us about your current technology infrastructure. Please attach any documentation or information that pertains to the following categories in the **supplemental documentation**. This includes inventory sheets, topology diagrams and the like. The list below is to be considered base information to be used as a starting point. At a minimum, include the following:

1. **Internet Access**

Do you have internet access? Who is/are your current Internet Service Provider(s)? What speeds are you currently subscribed to from your Internet Service Provider? What are your actual speeds to your workstations? Please go to <http://speedtest.sd.gov> to check your speeds and include a screenshot of that screen showing the speeds. Include the screenshot in the **supplemental documentation**.

2. **Network Hardware**

What do you currently have in place for your current network hardware? Please include all switches, routers, wireless access points, etc. as well as the makes and models of your network hardware.

3. **Servers**

Please list any servers that you have in your current infrastructure. Please include the make/model of each server as well as the hardware specs (Processor, Hard Disk space, RAM, RAID array). Also include the Operating System on each server. Also, if your servers are virtualized, make sure and include the amount of RAM and disk space allocated to these Virtual Servers.

4. **Computers**

Make/Model, hardware specs (Processor, Hard Disk Space, RAM,), Operating System(s), applications (Microsoft Office, etc.). Also, please indicate what they are currently used for (staff use, public usage, etc.)

5. **Specialized Applications**

Are there any special applications that you currently use? Please include whether you access these applications via the internet, or if they are hosted locally.

6. **Current Support Services**

How do you currently support your technical infrastructure? Do you have technical staff internally or do you outsource your technical support services? How often are technical assistance support services required?

VI. **Additional Comments or Information:** Any other comments or information you would like to present to the Grant Review Committee? Provide up to one page explaining why you would be a good candidate for this grant.

Application Completion Checklist

Please ensure this checklist is completed prior to submission.

- All applicant contact information is provided
- Application is signed by program contact
- Organizational Information is completed
- Project Interest & Goals is completed
- Budget Narrative is completed
- Sustainability Documentation is completed
- Current Infrastructure Description is completed
- Additional Comments is completed
- Supplemental Documentation is included
 - W-9 form is completed and included as an attachment with grant application
 - Technology budget documentation (as indicated in **Budget Narrative**)
 - Speed test screenshot
 - Current Network documentation

Submission Instructions

1. Save the completed Grant Application with file name SDBI TPCO Grant Application **CAI Name**.pdf (Your actual CAI's name will be used in place of **CAI Name**)
2. Save all Supplemental Documentation with the same naming format. Make sure the file name ends with your **CAI Name**
3. Send the completed application and ALL supplemental documentation as individual attachments to broadband@state.sd.us. Please type Grant Application submission for **CAI Name** in the subject (Your actual CAI's name will be used in place of **CAI Name**)
4. Please print a copy of this for your records

END OF APPLICATION

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