

California State Library High-Speed Broadband Project

Grant Program Guidelines



2021

Applications accepted online

<https://californiastatelibrary.submittable.com/submit/201250/2021-2022-california-high-speed-broadband-grants>

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GENERAL INFORMATION

A. Program Eligibility

Applicants requesting a grant must meet **ALL** the criteria below:

- Be a California public library with an active contract with the Broadband Access Administrator to participate in a connection to the California Research and Education Network (CalREN), operated by the Corporation for Education Network Initiatives in California (CENIC).¹
- Have submitted the required Letters of Agency to the Broadband Access Administrator.²
- Intend to continue in the program.

B. Funding Availability & Matching Requirements

Given finite resources, grant maximums have been established based on the most recent available per-capita spending on libraries, by jurisdiction. The match, when required, may be cash or in-kind. This methodology has been used previously by the State Library in awarding various grants.

Grant amounts are based on figures reported by your library for the most recent period available.

Local Income Per Capita (LIPC) level is derived from both the Local Operating Income **and** Population of the Legal Service Area. Your library's Local Income Per Capita figure is the result of dividing Local Operating Income by the Population of the Legal Service Area. Use the link at the beginning of this paragraph to view your LIPC level.

- Technology Grants: A local match is required for the two higher Local Income Per Capita levels. The match, when required, may be cash or in-kind.
- Construction/Connectivity Grants: Local match waived in alignment with the Governor's Broadband Action Plan, to promote equity and removing barriers to broadband connectivity and adoption.

Technology Grants Match Chart (example)

	LIPC from:	Up to:	Grant Amount	Local Match %	Local Match Amount	Grant + Match
Level 1	\$0	\$50.00	\$30,000.00	0%	\$0	\$30,000.00
Level 2	\$50.01	\$99.99	\$29,250.00	2.5%	\$750.00	\$30,000.00
Level 3	\$100.00	\$100.00+	\$28,500.00	5%	\$1,500.00	\$30,000.00

C. Eligible Costs (See [APPENDIX A](#) for full descriptions)

The grant program covers four eligible areas for funding:

- **Connectivity:** In cases of **demonstrated hardship**,³ this grant will provide support related to the cost of the library's first year of service for broadband connections.
- **Technology:** For purchase of network equipment and support for equipment installation and configuration.

¹ See <https://cenic.org/about/about-overview>

² Because the High-Speed Broadband program utilizes a consortium approach to use of E-rate funds to help support the efforts of libraries across CA to make connections, a Letter of Agency (LOA) for the E-rate program is required. Per the Universal Service Administrative Company website (www.usac.org/sl/applicants/step01/letter-of-agency.aspx), "A Letter of Agency (LOA) establishes that applicant entities have authorized the person identified in the letter to act on their behalf. An LOA is evidence that establishes the relationship between the authorized person executing any program forms, and the entities features on those forms.

³ Applicant libraries should include information in their application that describe the circumstances. Examples of hardship include but are not limited to chronic lack of funding, limited staffing resources, and lack of training.

- **Building Infrastructure Modification:** Architectural or structural changes to buildings necessary to install and operate the network equipment, including costs for electrical service installation or upgrades, installation of conduit for network Point-of-Entry services, and purchase and installation of any required Heating, Ventilation and Air Conditioning products and services.
- **Network Consulting:** Consultant costs associated with design, equipment configuration outside of installation, such as maintenance and oversight of equipment operations.

If the grant request does not cover the full cost of items listed in the application, detail the amount and sources of funds to be used to pay for the balance in the “Explanation” section of the application as well as indicating if any in-kind support will be utilized. Any change to the project budget or match funding after an award has been made must be approved by the State Library Program Manager by special request.

D. Program Requirements

Applicants receiving grants through this program must meet **ALL** of the following requirements:

- Agree with the terms of the grant process.
- Provide two years of prospective/estimated budgets for jurisdiction or branch, whichever applies to the funding request.
- Explain how the grant monies will be used and the project sustained.
- Make best efforts to meet any agreed-upon project deadlines.
- Designate project managers and contacts for the project and make those individuals available for consultation and ongoing project tasks. If program managers and contacts change, the library must provide new contact information to the grant agency.
- Provide timely written progress reports. A form will be provided and a schedule determined by the State Library upon award.
- Use funds only for the purposes described in the grant request.
- Provide documentation for all matching funds.
- Contact the grant project manager if funds need to be returned.
- Participate in a post-award survey to collect information on the experience of getting connected and customer service, project status, service benefits, economic impacts, and other information as requested.

E. Ineligible Costs

Grant funds are intended to support broadband delivery to library outlets and may not be used for:

- Recurring costs related to connectivity (only first-year connection costs are eligible).
- Internal salary costs of the applicant.
- Replacement of existing grant funds received by the applicant or reimbursement of past grant matching funds due.
- Reimbursement of travel costs for library staff.
- Indirect costs related to the administration of the grant.

- End-user computer equipment; desktops, laptops, tablets, etc.
- Support for phone systems.
- Support for video surveillance systems.
- Support for alarm systems.
- Duplicative equipment.
- Refurbished equipment. Only new equipment may purchased using grant funds.

APPLICATION PROCESS

A. Application Submission

- Point of Contact – Interested applicants should log into the application portal and work with the grant project manager (cdelay@califa.org) if any questions arise. Questions regarding the application or project eligibility can also be sent to the same email address.
- Deadline – Application deadlines are rolling, and funding may be dependent on the E-rate Calendar and availability of funds.
- Applications are generally reviewed within two weeks of receipt.

B. Contents of the Application

All applications must include the following:

- An Application Form signed – either electronically or a wet signature on paper – by the library director.
- A detailed project description.
- A detailed project timeline (Gantt chart).
- A detailed project budget demonstrating how the grant funds will help provide sustainable services.
- If the grant pays for equipment, show that funds have been allocated to service the equipment.
- If the grant request does not cover the full cost of any item listed in the application, detail the amount and sources of funds to be used to pay for the balance in Element 4, Sustainability.

There are two sections for a budget description.

- **Element 3-1** requires a total budget detail for a main library and/or branch(es) by category A, B, C and/or D.
- **Element 3-2** is a list of each site with the total (no detail) and an explanation of the site's need for funding.

Applications for funding the purchase of equipment must be accompanied by an itemized vendor quote.

C. Application Review & Approval Process

- Applicants submitting incomplete applications may be allowed to resubmit on approval from the State Library. Projects may be delayed depending on the timing of application resubmission.
- In some cases, applicants may be asked to provide clarification and/or to submit additional documentation in support of its application. The extent of the information required and the timeliness of the response will determine whether the project can be considered.

D. Required for Approval:

- All eligibility criteria must be met and a fully executed contract with the Broadband Access Administrator must be completed before any funds are disbursed.
- A budget that includes details on matching funds both cash and in-kind.

E. After an Application Is Approved

- Written notification of application status will be received within approximately 30 days of submission.
- Award notifications will include additional instructions, agreements, and details on the next steps and contractual requirements.
- Any changes in project specifications, timeline, budget and/or match will require written approval of the grant project manager, Christian Delay (cdelay@califa.org). Absent this, grant approval will be withdrawn.

F. Disbursement of Funds

- The grant project manager will work with each awardee to determine the best way to disburse funds.

G. Reporting & Record-Keeping Requirements

- Awardees are responsible for complying with all state and federal rules regarding procurement as well as the maintenance of appropriate contractual and accounting documentation. These files must be available for review upon request of the California State Library, auditors, the lead agencies, and/or the State Library's fiscal agent.
- Awardees are responsible for keeping their lead agency updated as to the status of the project and shall report any changes at once.
- Awardees must participate in post-project impact surveys to collect quantitative and qualitative data on the results of the implemented projects, which may include – but are not limited to – new/retained data and statistics about use, cost savings, staff time savings, new/retained customers, increased community access to broadband, and other success stories.

APPENDIX A

Broadband Grant Funding

Over the course of the broadband project, the current grants program has helped support 177 jurisdictions make connections to CENIC. Money under the established grant programs can be used to help pay for first-year connection costs as well as network equipment, equipment installation, and equipment configuration. These funds may include upgrading to increased capacity, up to 100 Gbps. First-year connection costs can include (and is not limited to) needed building modifications that may be required to install and operate the network equipment or funding related to services.

- First year connection costs
- Equipment to support connections
- Consulting costs related to configuration and installation of equipment
- Construction costs related to expansion of necessary infrastructure to make connections

A. Matching Grants for Network Design, Inside Wiring, Network Equipment

Funding Limit

Up to \$50,000 per library location (exclusive of required match). This cap may be exceeded at the discretion of the State Library.

Description

One of the roadblocks to successful procurement and connection for a library can be lack of access to network design expertise, old internal wiring unsuitable for high-speed networking, and/or network equipment that does not support higher-speed bandwidths. These matching grants will allow library locations to upgrade their internal network wiring to take full advantage of the new CENIC connection. By removing common obstacles, this funding is also meant to provide additional incentive for libraries to join the High-Speed Broadband Program. The applicant must provide a match for the cost of labor and materials based on local income per capita (LIPC⁴) library spending. The least-resourced libraries (Tier 1) must provide a 0 percent match; Tier 2 must provide 2.5 percent and Tier 3, 5 percent.

Eligibility

Applicants must be library jurisdictions or branch locations connected or in the process of connecting to CENIC. Applicants must provide documentation that existing inside wiring is inadequate and must consult with the State Library Broadband Access Administrator to ensure the proposed upgrade is necessary and reasonable. Past recipients of the current grant program will not be excluded from eligibility but need to provide information about previous amounts of support received for connectivity. Before an award is made, CENIC will confirm with the State Library that the applicant's library is connected or in the process of connecting to CENIC and that other administrative or construction-related roadblocks, if any, have been resolved.

To apply, applicants should provide a detailed proposal, including:

- A description of current wiring, including technical specifications (for example, twisted pair telephone wiring, CAT 3 or CAT 5 Ethernet cabling, etc.) substantiating the need for updated wiring;
- An estimated budget with line items that clearly show how the funds will be used with estimated cost for each line item;
- Documentation of matching funds;
- An estimated project plan with timeline for completion.

⁴ This is the annual operating income derived from local government sources. For detail, see <https://www.library.ca.gov/wp-content/uploads/2021/08/LIPC-FY1920.xlsx>

Application requirements

Applicants must provide a detailed proposal (as noted above under *Eligibility*) as well as details of estimated costs, documentation of matching funds availability, an estimated project plan, and a detailed timeline. Applicants must provide supporting documentation of required cash match by local governing or managing agency or cash on hand through grant. Applicants may also include a municipal or other governing body resolution stating support or demonstration of funds being set aside.

Reporting requirements

Grant recipients must submit budget updates and end-of-grant narratives on outcomes and effects.

B. Special Construction Funding

Funding Limit

Up to \$100,000 per library outlet, no match. This cap may be exceeded at the discretion of the State Library.

Description

The State Library has identified specific library locations in geographically underserved areas with little to no broadband infrastructure that face additional challenges in obtaining broadband connections. This grant is intended to provide eligible library locations support for the upfront, non-recurring cost for special construction related to the cost of deployment.

Eligibility

Applicants must have joined, or be in the process of joining, the Broadband program and be able to document that the one-time costs of connecting represents a significant barrier to obtaining broadband connectivity (definition of 'significant' will be at the State Librarian's discretion and may depend on whatever contributing factors the applicant defines as part of their justification).

Application Requirements

The applicant must provide a narrative of any previous attempts to secure funding for the one-time construction costs through other sources, including supporting documentation of required cash match by local governing or managing agency or cash on hand through grant (or formal request for waiver of matching funds), an estimated project plan, and an estimated timeline for completion. Applicants must work with the State Library's Broadband Access Administrator and CENIC to determine total infrastructure costs for final grant approval. Applicants must include a cost estimate from CENIC for the cost of the broadband connection.

Reporting Requirements

Grant recipients must provide quarterly budget updates and end-of-grant narratives on outcomes and effects.

In addition to the strategic investment of these grant dollars, the State Library will also undertake collaborative discussions to develop specific cost estimates for connecting the hardest-to-reach libraries whose needs are greater than these funds may allow.

C. Technical Network Training for Library Staff

Funding Limit

Up to \$10,000 per library outlet

Description

New technologies can place a management burden on library staff and resources. This grant provides training support for library front-line staff, so they can troubleshoot basic problems that may arise with technologies employed at the library, decreasing the need to call technical support resources and more quickly resolving technical problems that arise, including helping patrons connect to Wi-Fi from various devices or handling simple troubleshooting tasks to address common technical problems.

Eligibility

Applicants may be:

- A library outlet seeking training resources; or the State Library may consider awarding a grant to
- A training provider with solid understanding of the California State Library's high-speed broadband project, including an understanding of the most common technical issues faced by libraries connected to CENIC, seeking to develop training resources for distribution to libraries.

Requests will be considered from multiple outlets in a single jurisdiction; however, the State Library will balance grant awards across multiple jurisdictions.

Application Requirements

Applicants must provide a training plan, detailed costs⁵, and a brief narrative describing positive impacts for libraries. Training may be online or in person and must include ongoing access to technical documentation to assist library staff in handling technological challenges. The plan must specify the number of library outlets and library front-line staff to be served by this training.

Reporting Requirements

Grant recipients must provide budgets, report spending, and provide narratives on outcomes at the end of the training program or grant period as determined by the State Librarian.

⁵ This can include costs to backfill frontline staff who will have to fill in for those who are away for training.

APPENDIX B – Glossary of Terms

A. Funding

Per-capita income spent on libraries

- Commonly referred to as the [Local Income Per Capita](#) or (LIPC), annual operating income derived from local government sources.

Match

- The minimum amount of money (cash or in-kind) a grantee is required to contribute to the project budget defined in the grant application.

Lead Agency

- The agency receiving the grant funds and responsible for completing the project. For libraries that are a department or division of a city or county government, the lead agency could be the city or county. Libraries and library entities such as cooperatives or consortia that operate as special taxing districts, Joint Powers Authorities, or are otherwise independent of other administrative entities could be their own lead agency.

B. Connectivity Funding - One-Time

Hardship Funding

- This is one-time funding to help pay for the first-year (12 months) connection to your provider. You must demonstrate a “hardship” as defined by the application Guidelines to receive this money.

C. Technology Funding

Access Points for Data Distribution

- An Access Point is a base station in a wireless Local Area Network. Access points are typically stand-alone devices that may plug into an Ethernet switch or server or may provide a repeater function for wireless networks.

Antenna

- An antenna is a device for transmitting and/or receiving radio frequency signals.

Cabling/Connectors

Cabling refers to the wires or groups of wires capable of carrying voice, video or data transmissions. Cabling provides electrical or, in the case of fiber optics, lightwave connectivity between points. Connectors are devices that connect wires or fibers.

- The following are eligible for support: Cabling, connectors and related components used for voice, video and data transmission.

Circuit Cards/ Components

- Circuit cards and related components refers to memory modules/Random Access Memory (RAM). They are eligible if they are necessary for adequate performance of an eligible component. For example, an eligible router.
 - Network interface cards that are separately priced or used in eligible equipment are eligible for support.

Data Distribution

- Refers to required equipment/components of a network system used to transport information from telecommunication or internet access facilities to the public areas of a library. Such components may include:
 - Access Points

- Firewalls
- Network servers
- Network Switches
- Routers
- Switches

D. Wireless LAN (Local Area Network) Controllers

Fiber or Dark Fiber

- Fiber refers to a method of transmitting information from one place to another by sending pulses of light through an optical fiber. The equipment at either end of the fiber modulates the information transmitted. Dark fiber refers to fiber optic infrastructure that is in place, but not being used and is therefore not 'lit.' Support can be applied for:
 - Trenching or aerial insertion for on-premises fiber installation.
 - Lit or dark fiber, provided by any entity, including a non-telecommunications carrier. Dark fiber is eligible as long as applicants light the fiber immediately.
 - Lit fiber—For leased lit fiber, special construction charges are eligible.
 - Dark fiber—From the eligible entity up to the property line, construction costs to connect the fiber are eligible.

Network Management Software

- Network Management is a system of equipment or software used in monitoring, controlling, and managing a communications network.

Wireless Internet

- A wireless internet access service is eligible under the same provisions as wired access to the Internet.

E. Building Infrastructure Modification Funding

Conduit

- Conduit is a tube generally installed in the ground, aerially, or in buildings to protect utility infrastructure, such as fiber optics.
 - Conduit and raceway including installation of conduit for network Point-of-Entry services.
 - Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.

Electrical System Upgrades

- Electrical system upgrades refer to products and services that provide, upgrade, or enhance the provision of electrical power. Eligible services include:
 - Electrical service installation or upgrades.
 - Purchase and installation of electrical panels, electrical services and backboards.

Environmental Monitoring Components

- Environmental monitoring components provide information about heat, humidity or other factors to warn about any conditions that may affect the correct operation of equipment. For example, an environmental monitoring card is sometimes available as an optional feature of an uninterruptible power supply and is used to monitor the environmental conditions of a rack, computer room or data center.

Equipment Racks and Cabinets

- A rack is a metal supporting framework for mounting cables, equipment, and/or wires. A cabinet is an enclosure for equipment, terminating cables, connection devices, and/or wires.

Racks are eligible only to the extent that the components they contain are eligible. A surge protector provided as an integral component of a rack or cabinet, without a separately identifiable cost, can be included in the cost of the rack or cabinet but a separately priced surge protector is not eligible.

Heating, Ventilation, and Air Conditioning (HVAC)

- Purchase and installation of HVAC products and services.

Uninterruptible Power Supply (UPS)/Battery Backup

- An Uninterruptible Power Supply (UPS)/Battery Backup that protects eligible equipment is eligible as a data protection component. Note that no funding will be provided for UPS systems that can provide continued backup power for substantial periods in excess of that necessary for basic power protection.
 - The following components used for the reliable operation of a UPS are eligible:
 - UPS Interface Expander (monitors and reports power conditions to all connected devices).
 - Relay I/O Module (allows for monitoring and control of on/off signals).

F. Network Consulting

Consultant costs associated with design, installation, activation, and configuration of eligible equipment.

These services may include:

- Design and engineering costs provided as an integral component of the installation of the eligible equipment.
- Project management costs if these services are provided as an integral component of the installation of the eligible services.
- On-site training is eligible as a part of installation services but only if it is basic instruction on the use of eligible equipment, directly associated with equipment installation, and is part of the contract or agreement for the equipment. Training must occur coincidentally or within a reasonable time (no more than 60 days) after installation and must be included in the project timeline.

G. Upgrades to Inside Wiring

Conduit

- Conduit is a tube generally installed in the ground, aerially, or in buildings to protect utility infrastructure, such as fiber optics.
 - Conduit and raceway including installation of conduit for network Point-of-Entry services.
 - Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.

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 - The following components used for the reliable operation of a UPS are eligible:
 - UPS Interface Expander (monitors and reports power conditions to all connected devices).
 - Relay I/O Module (allows for monitoring and control of on/off signals).

H. Construction Support for Infrastructure Upgrades

Hardship Funding

- This is one-time funding to help pay for the first-year connection to your provider. You must demonstrate a “hardship” as defined by the application Guidelines to receive this money.

Customer Premise Equipment (CPE)

- Any equipment placed onsite by CENIC necessary to connect the library to the CalREN network.

Fiber or Dark Fiber

- Fiber refers to a method of transmitting information from one place to another by sending pulses of light through an optical fiber. The equipment at either end of the fiber modulates the information transmitted. Dark fiber refers to fiber optic infrastructure that is in place, but not being used and is therefore not ‘lit.’ Support can be applied for:
 - Trenching or aerial insertion for on-premises fiber installation.
 - Lit or dark fiber, provided by any entity, including a non-telecommunications carrier. Dark fiber is eligible as long as applicants light the fiber immediately.
 - Lit fiber—For leased lit fiber, special construction charges are eligible.
 - Dark fiber—From the eligible entity up to the property line, construction costs to connect the fiber are eligible.

Microwave

- Microwave is a wireless technology used for point-to-point communications systems.

Conduit

- Conduit is a tube generally installed in the ground, aerially, or in buildings to protect utility infrastructure, such as fiber optics.
 - Conduit and raceway including installation of conduit for network Point-of-Entry services.
 - Conduit installation into the Point-of-Entry or server room, including vaults, surface-mount conduit, wall penetration, and related services and products.