RACHEL STOGNER
So, it is 2 o’clock, we’re going to go ahead and get started.

Alright. So, I am Rachel Stogner and I’m the Grants Coordinator for the newly renamed California Library Connect grants program, formerly the High-Speed Broadband in California Libraries Program.

So, today we’ll be reviewing what you need to apply to the CLC Program, and we’ll also be walking through one of the [applications]. Can I have the next slide, please?

Thank you. Alright, before we get into the details of the program, I’m going to go ahead and introduce the CLC team as mentioned in our previous webinar, which is available on our website.

The California Library Connect program is currently being administered by CTC Technology & Energy. We hope to provide a wide range of resources for everyone involved in the CLC program. So, Heather Mills is our Program Administrator. Caroline Mueller, who is very kindly doing the slideshow right now, is our Project Coordinator. I’ve already introduced myself, I’m the Grants Coordinator. Kayleigh Pears is our Communications Coordinator, and Jim Zimmerman is our principal network engineer.

So, if I could have the next slide, please, thank you. So, this is what we’re going to go through today. This is our presentation agenda. The first matter is going to be what the California Library Connect program does, and what services it provides. Also, what is E-Rate, and why is it important to you? How to apply for a discounted quote through CENIC, and then the actual application walkthrough, next steps, and the Q&A. So, feel free to ask questions in the chat during the presentation. We’ll try to answer them as we go, but we’ll also recap at the end of the presentation for a more formal Q&A.

Can I go ahead and have the next slide? Alright.

So, the CLC program is designed to provide support for library systems that are connected to the California Research Education Network, CalREN, through CENIC. The program distributes grant funding for equipment, primarily. You may have heard this grant program called the equipment grant. It covered equipment, construction, reoccurring circuit costs, and more.
CALREN is a nearly 8,000-mile-long fiber optic base network, designed to meet the unique requirements of California's public serving institutions, including libraries, schools, and universities. At this time, nearly 90% of the public library jurisdictions that meet California's broadband standards are connected or connecting to CALREN through this project.

So, for the newly opened grant portal that opened last Monday, $6 million in funding is available for applicants.

So, what can you use that money for? Go ahead and give me the next slide.

Grant funding is available for the listed areas. I'm going to go ahead and define those real quick. So special construction is defined as per the E-Rate definition. So, that is the upfront, non-recurring cost of deploying new or upgraded network facilities. So that's construction, design, and engineering and project management, all of those things, it's under the umbrella of special construction.

And so, once you are connected to CALREN, that initial 12-month recurring cost can be covered as well. Yeah. So, just the initial 12 months. So, to have this covered, you will need to include a hardship narrative in your application that details your libraries experience of hardship. That can include things like chronic lack of funding, limited staffing resources, and lack of training. So, it is a pretty short little paragraph, but that's just an initial step.

And so those two items do not require an LIPC match. So that's your local income per capita match, which is 0, 2.5, or 5 percent, which is based on your local operating income divided by the population of your legal service area, but those two do not have that match.

The next item is network design, which is the costs associated with the design equipment configuration, outside of installation. And that's things like maintenance and the oversight of equipment operations.

And then we have also a network hardware and the installations/configuration of those items. So that's things like antennas, cablings and connectors, routers, and switches and other technology.

We also have building infrastructure funding, so that's architectural or structural changes necessary to install and operate network equipment. And we also cover upgrades to inside wiring that are necessary to take full advantage of CENIC connections or powering connections.

Alright, let me go ahead and move on to the next slide, alright. So, I know a lot of you probably are pretty familiar with what E-Rate is, but we're going to go over it real quick for people who are new or just need a refresher.

E-Rate is an FCC program that makes telecommunication and information services more affordable for schools and libraries. So, E-Rate offers discounts for telecommunication internet access and internal
connections between 20 and 90 percent. Usually is around 80%, or approximately 80%, for libraries, but it really differs on that from location to location.

So, libraries can apply for E-Rate for discounts for equipment. You receive discounts on those equipment costs. So, libraries are not required to apply for E-Rate for equipment for this grant program, but please know this is different than the RFP cycle that occurs with CENIC regarding CALREN connectivity. The RFP cycle is a separate process that we actually have an upcoming webinar on, so that will be coming up in the near future if you have any questions on that.

So, I’m going to go over the two categories really quickly. Category One is supporting connectivity and so that’s things like cable and modems, lit and dark fiber, as well as construction funding for new or upgraded facilities. Category Two is about internal connection, so that’s things like routers, switches, cabling firewalls, or anything that is bringing broadband into and throughout the libraries. Alright, go ahead and go to the next slide.

So, this is the E-Rate timeline for equipment. So, if you decide, you would like to apply for E-Rate to get that discount on equipment, this is the steps you’re going to have to go through. So, the first step is to submit the Form 470, which opens the competitive bidding process. Once you’ve received and reviewed those bids, you can select the most competitive bid through the Form 471 to receive discounts. So, the general timeline for this is that the Form 470 has to be released at least 20 days before the Form 471. So, this year, for instance, the application window for the Form 471 was between January 12th and March 22nd. The latest you could put up the Form 470 was February 22nd, but you want to give yourself plenty of time to get this process, so, you can open that Form 470 window earlier in the winter. And once the program integrity and insurance has been completed, you will receive your E-Rate discounts from USAC. You can submit that E-Rate discounted quote to the CLC program, and what we’ll do is we’ll make up the cost difference.

So, say you get your E-Rate eligible items covered 80 percent. You have an 80 percent discount if you apply through our program. The CLC program can covered that last additional 20 percent, so that your library has 100 percent coverage on those items.

Alright, and you can go ahead and move to the next slide, alright. So, thank you for listening to that E-Rate explanation.

So, even if you don’t apply for E-Rate you can still receive a discounted quote through CENIC. So, the first step in this process is to identify your equipment list. You need to determine what your project includes and what kind of materials and equipment and stop time you’ll need to accomplish it. So, you can create this with your IT team or contact us. Jim Zimmerman is available to help. If there’s any questions about kind of design, and what sort of things, what kind of equipment you may need and the next step is to submit that list of equipment through the CLC Grant Application portal, or you can go ahead and contact me. I can also help walk you through it. Those will be submitted to CENIC on a
monthly basis. Once CENIC has given you your discounted quotes, you can go ahead and move into the actual application. So, that leads to our next step.

So, I’m going to go ahead and answer some questions real quick. Amanda, so, the new conduit installation, yes, it should be something that we can definitely help out. With the scissor lift rental, I will have to come back to you on that. I’ll go ahead and shoot you an email after this presentation to give you some clarification.

Thank you, alright, and I’m going to go ahead and start sharing my screen so we can go ahead and start that application walkthrough.

Everyone can see my screen okay? So, you have to sign in and create an account. It’s very easy. All you do is, it’s just your login is going to be like an email and your password, and then you’ll be prompted to this screen. So, this is creating a profile. Let me go ahead and get that started. The first thing you’re going to be asked to do is select your library jurisdiction. So, you can pick any of them, it’s a drop down of all the different library jurisdictions.

Today, we’re going to pick on Anaheim Public Library. Then you’re going to go ahead and enter the main and branches as they are applicable. So, these are the branches that are going to be involved in your application. Since this is a test one, we’re just going to put “test.”

So, the next question is, are you CIPA compliant? So please note that this, whether you click yes or no, this is not going to affect your CLC grant eligibility. So, more information is available on the library’s website, the CSL website through this link. But this does not affect your CLC grant eligibility.

Then you’re going to go ahead and enter your SAM.gov UEI. SAM.gov is transitioning from a DUNS number to a UEI. So, what you want to do is just go ahead and enter that. Your admin team, if you don’t know, should have it already transitioned.

And then, the next thing is you’re going to want to upload just a screenshot that shows that your UEI is active, so that doesn’t have to be anything like official, just has to be some sort of example. Give me one second.

So then, you’re going to go ahead and enter your address, and then where you live, city, and it’s going to pre-populate to California. You’re going to put your zip code and your website URL. Then it’s going to ask for your library director’s name, their phone number. I’m just putting a dummy number. Their email. And the applicant director as contact, if they are the contact. And then you’re going to want to put your technical name, contact names, this is like your IT person, their email, their phone number.

Thank you, guys, for your patience. So, you’re going to go ahead and create your profile and then you’re going to be able to get started with your application.
Alright, so, as you can see, we’ll have your library branch location listed up here, and you can go ahead and open up your application.

So, the first question you’re going to be asked is if you’re applying for a network equipment grant. So, all that means is that if you are applying for a network equipment grant, what we’re asking is we just want to see if you would like to have those, submit that, your equipment list to CENIC so we can try to get those discounted quotes for you. If you have a quote that you like from your preferred vendor, you can go ahead and start out the rest of the application.

But, if you don’t have a quote or would like to see a comparative quote from CENIC, one of those discounted quotes, there will be a separate form you’re going to go ahead and fill out. So, you just continue with your same login, get started, and it’ll send you to a new form called Quote Request.

Okay, open that up. And so this, all you’re going to do for this one is enter the library. So, we are Anaheim. So go ahead and write that you are Anaheim Library. Then you are going to either list your required equipment items, or you are going to upload your required equipment items, whichever is the easiest for you. Then, if you have any additional comments, anything like that, you can just go ahead and enter them here. Once you submit that form, it will go to me, and then I can compile that list and submit it in that monthly package to CENIC to get those discounted quotes.

So, you can just give as much detail as you can in this section. If you are unsure about what kind of equipment items you will need, you can go ahead and reach out to me, and I can help coordinate that with you.

But for the sake of our example, we’re going to say that we are applying for another area of eligibility. Right, so you’re going to click to answer, have you received broadband funding in the past? So, if you have, again, this doesn’t disqualify you from receiving broadband funding, all you’re going to do is just to go here and say how many awards you’ve received, the amount of money you received, the year, and then how those grants have been dispersed. This is just for our internal record keeping. Again, this won’t disqualify you from receiving a grant, it won’t count against you in any way. We just want to know, kind of, that history.

In a similar way, if you’ve applied for E-Rate funding for any of the items in the application, we’ll just want to know what the status of that E-Rate application. And this is just to know that you have applied for E-Rate for some of these items, you may want to wait to see if, you know, we can get to that point where we have that discount. We can see what percent that is where if you have and you’ve received that discount. We’ll just want to know again, that’s just for internal record keeping.

Okay. What year is it that you are applying for? Right now, we are still in Year 8, so that’s July 30th, through June 30th of 2022. Then Year 9, starting on July 1st.
So, next thing, you’re going to select your project area. These may look pretty familiar because these are the same areas that we had previously listed in the webinar. I think the only difference right here is, we also cover technical network training for library staff. That’s just learning how to troubleshoot and things like that, any sort of, any kind of technical training for librarians that they’re able to run that system, is also a thing you can apply for.

So, say we’re doing that. Then it’s going to prompt you to upload your project plan, and I’m going to go ahead and start sharing that. So, our project plan is in the form of a Gantt chart. That is a chart that gives you, essentially, this little timeline. That gives an idea of what different project activities you’ll be doing. You’ll want to go ahead and put your project title up here. So, if this is so, you’re getting new circuits or something like that, you can go ahead and put that up on your title. If that is what you’re applying for, your library name and then the project leads filling out this application will go here. Your project year, and then this is going to start on whatever today’s day is and go by week. And then what you’re going to want to do here is have each phase.

So, you can say Phase One is like construction, and the first thing you want to do is say, like you need to get some permit. So, you’ll say that the permitting starts, let’s say, 05/22 and your planned end is 06/22. And that’s going to change this plan on the timeline.

And then what you’re going to want to do is make sure that you’re keeping track of your actual start date and your actual end date. So, we’ll say, that you know we started on 05/30/22, and we ended up ending a little early. We got all our permits. It’s just going to change this little section, where it just tells us what part of the timeline. It’s kind of, it just indicates that we finished it early. This is an estimation. These don’t have to be, you know, exact dates, you know, things happen, we understand. We have some flexibility, that just gives us an idea of what you’ve planned.

We’ll go ahead and go back to that grant screen. The next section is about your budget. So, we also have a budget file that we’ll need you to fill out. I’m going to go ahead and go over there. And so, this is how our budget works or looks like. So, what we’re just asking is that you say “we need some…” We’ll scroll down. We’re doing technical network training for library staff.

So, you’ll want to enter, go down here and enter your funding request description. So, you can see like this [number], you’re going to give your site. So that’s that location, whatever library branch you’re at. So, we’ll say, “branch.”

You’re going to give your total unsubsidized costs. That’s just the total cost of whatever the item is, we’ll say this is 1,000 and the library responsibility, this is based on your LIPOC tier, so that’s whatever percentage that you are going to be paying, so that’s either 0, 2.5, or 5 percent. That information is available on the CSL website to determine which tier you’re in. We’ll say that you are a Tier One, so you’re not paying anything. And then you have your grant amount requested, so if you’re requesting that you get this entire cost covered. You will put like 1,000. If you take on some sort of discount, or something like that, it’ll just sort of depend on your situation but that’s the basic idea of how we’re filling that out, and
it will change depending on your LIPC tier amount of other responsibility. If this is an E-Rate discounted item, that will change what the library responsibility will be. But this is the basic idea of how this is going to populate. And then, once you’ve filled out this section, the total unsubsidized cost, your responsibility, and the grant amount requested is going to populate here at the bottom.

I’ll go ahead and go back to our application. So, you’re going to have to enter your budget line items, so one each, I know I have that one thing which is the cost of the [technical training] program. That means we only have one item and then what we’re going to do next is upload a quote. So, this is the idea of how much you were told this was going to cost. So, in our case, it was 1,000.

We’ll go ahead and open up, upload our example document, and then provide the total requested amount for technical training for the library staff, which is 1,000, and then we’ll describe whatever that item is, whatever your training would be, you can go ahead and enter that.

Your sustainability narrative is just a section that allows you, if you have any other costs or anything that you will contribute to this. So, if there is any additional funding that will be required for making this application, or make your project successful, you can include it here. That match that you may be required to have, if it is in cash or in kind, you can go ahead and explain, you know, what those funding sources are. And how you’re going about that and how you’re making your project sustainable. You can attach more pages as needed. So, we’re just doing a technical training, so we’re going say no to all of these. This is just asking, if you say yes to this for example, what we’re going to see is that if there is staff time associated with the project, you’re going to want to put your staff time costs, so see, and then [multiply] that by your hours, we’ll say like there’s 20 hours getting paid, 20 an hour. And then you’ll go ahead and give your explanation of your staffing time expected costs and we’ll say there’s one hour at $20.

That’s your staff time, not a lot of staff time, and same with all these other ones. If there’s any other costs or ongoing support costs, anything like that, and you can go ahead and click yes, it’ll just prompt you to enter the amount and then give an explanation of how you got to that number, essentially.

We also have an area that if there’s any unusual circumstances or outstanding needs, or anything that may prevent you from going forward, go ahead and enter that here along with additional files. Then, you can just go ahead and attach your… make sure that you’ve attached everything and that your library director has read this application, that the information is accurate, and just go ahead and hit all these certifications. And these are just assuring that you know that you’re not going to use the broadband grant funding for any ineligible purchases, that you are reporting and compliant with that, and that you’ll let us know if you have any unused grant funds. So, you go ahead and hit those certifications, mark your application as complete.

Did I miss something? Yes, I did. So, it’ll let you know if you miss something, and so it’ll go ahead and let you mark that as complete, once it is complete. And then you’ll be able to hit submit and that will go change it to the submitted file, and I will go ahead and see that.
So that's kind of the basics of how you go ahead and enter one of these applications. I also want to just let you know that, if you have any questions or anything like that, feel free to please reach out to me. You know, I can definitely help you go through these applications if you’re running into any problems, you have any questions or anything like that.

I’m going to ask if Caroline will go ahead and start sharing the PowerPoint again at the “What You’ll Need to get Started” slide so I’ll go and stop sharing.

Thank you, Caroline. So, what you’re going to need to get started with your application. So, identify what you need. Figure out what equipment costs that you’re going to need for that application, obtain your quotes. So, you can either do that through your preferred vendor or through CENIC. You’ll go ahead and make your budget and those spreadsheets are available on our website. They’re also available on the CSL website under the Broadband Grants page. Make your planning timelines.

So, once you have everything started, you go ahead and get an idea of when you think things will be finished. And then submit your application. Can I go ahead and get the next slide?

Alright, so I’m going to go ahead and open the floor for a Q&A. So, I’m going to go ahead and answer this question, can a library consortium apply for this program on behalf of their public library jurisdictions?

So, you can definitely apply. Oh, Caroline, do you have something?

**CAROLINE MUELLER**
Oh, yeah, all I was going to say is just, work with the library director, right? The library director does have to approve these applications, you would be only applying for one library system at a time. But who is filling out the application does not matter as much as whether the library director has approved it being submitted.

**RACHEL STOGNER**
Thank you, Caroline. So, “Is only 1 quote required or multiple quotes?” You’ll just need a quote for however many items you have, and see if it all comes from like, one vendor on one sheet, that’s fine. It’s just specifically we just need to know how many. Yeah, just one quote per item.

**CAROLINE MUELLER**
So, if your jurisdiction does have a different procurement process, you will, of course, have to follow that process. But we do not require you to receive multiple quotes and do a competitive process there, if your jurisdiction does not require that.

**RACHEL STOGNER**
Thank you. “Just wanted to confirm that the E-rate discount can be applied towards any network hardware equipment needed to be purchased. It can also be applied for the annual
subscriptions/maintenance of the network circuits. Correct?” So, any, if it’s an E-Rate discountable item, yes, you can and it’s also applicable for the grant application. Yeah, so in this case, the annual subscription and maintenance of the network circuits will only have that discount for the first year. So that’s the first 12 months we’ll cover your network circuit cost for connecting to CENIC, but only for the first 12 months. That’s something that will continue, it is just for that first year. For hardship, it’s the next question. Oh sorry, Caroline.

CAROLINE MUELLER
You’re free to do all of the E-Rate that is associated with the grant specifically. You apply for it on your own. CENIC does apply for E-Rate for your circuits that you have through CENIC on your behalf yearly. But for anything related to the grant, you are responsible for applying for E-Rate, if you decide to. And our grant will only cover the first 12 months. But if you choose to apply for E-Rate for other things in the future, that’s up to you as well. I think, though, for anything that, you know, your monthly recurring cost with the CENIC RFP that has already had E-Rate applied, is what I’m trying to say.

RACHEL STOGNER
Thank you, Caroline. “What is the application deadline?” So, the application is, has a rolling deadline, so you can apply any time of the year. So, it doesn’t have to, it’s not tied to the E-Rate deadline, unless you are getting an E-Rated item, and you choose to get an E-Rate discount for it. But the actual CLC grant application has a rolling deadline.

“You mentioned previous grants. Does that mean the annual broadband rebates too or just previous equipment grants?” So specifically, we’re looking for, in regards to annual broadband rebates for the previous equipment grants, we’re specifically looking for equipment grant, so if you’ve received other equipment, grant applications for you know, awarded in a previous year, that’s what we’re looking for.

So, feel free to drop nay other questions in the chat, or if you want to unmute yourself, and just ask that also works too. Don’t be shy.

Alright, so just a quick reminder to everyone that in order to apply for the CLC program, you do have to have a contract with CTC. I’m sure you’ve received some emails regarding that, so just a quick reminder that that is sort of the first step, before you can get an application. If you have any questions, you can always email me at grants@californialibraryconnect.org, that is also available on our website. But yeah, shoot me an email, I’m always open to you know, jumping on a call and answering questions. You can also utilize our help desk, and I think that is everything for today’s webinar.

Thank you all for coming, alright. Feel free to reach out to me afterwards with any kind of questions.