

2008 DLT Grant Application Guide

DLT Project

Overall Budget Worksheet

(See D-1 and D-2 in Section IV of the *Application Guide*)

Line Item No.¹	Site Name²	Description	Unit Cost	No.	Extended Cost	DLT % of Use³
1	Center CC	Moderncom 3000 Server	\$2,125	1	\$2,125	60
2	Center CC	Poliburg 1776 Video Codec	\$9,675	1	\$9,675	60
3	Center CC	Tobsung T-98.6 DVD VCR Combo	\$1,480	1	\$1,480	60
4	Center CC	DV 2020X Digital Video Camera	\$940	1	\$940	60
5	Center CC	Illumimax 120/80 LCD Projector	\$1,420	1	\$1,420	60
6	Center CC	Micropixel P-5 5 Megapixel Document Camera	\$870	1	\$870	60
7	Center CC	Opus-infinity No. 4601 Mixer w lavalier and handheld microphones	\$1,870	1	\$1,870	60
8	Center CC	Total School Sftwr Pkg - Ineligible (see TSP)			\$37,600	0
9	Center CC	Total School Sftwr Pkg- DLT Eligible (see TSP)			\$97,400	0
10	Center CC	Omigosh Model 3-TBSP Classroom computers	\$750	200	\$150,000	0
11	Center CC	Wire Classroom computers into system	\$14,800	1	\$14,800	0
12		Center City CC Subtotal			\$318,180	
13	Woodland HS	Poliburg Intl 1776 Video Codec	\$9,675	1	\$9,675	100
14	Woodland HS	Tobsung T-98.6 DVD VCR Combo	\$1,480	1	\$1,480	100
15	Woodland HS	DV 2020X Digital Video Camera	\$940	1	\$940	100
16	Woodland HS	Illumimax 120/80 LCD Projector	\$1,420	1	\$1,420	100
17	Woodland HS	Micropixel P-5 5 Megapixel Document Camera	\$870	1	\$870	100
18	Woodland HS	Opus-infinity No. 4601 Mixer w lavalier and handheld microphones	\$1,870	1	\$1,870	100
19	Woodland HS	Dull 24 computer distance learning cart for Distance Learning Lab	\$21,780	1	\$21,780	100
20	Woodland HS	Omigosh 3TBSP Classroom computers	\$750	150	\$112,500	20
21	Woodland HS	Existing classroom wiring sufficient	n/a	n/a	0	n/a
22	Woodland HS	Wire Dist Learning Lab and video-conf. equip into system	\$11,340	1	\$11,340	100
23		Woodland HS Subtotal			\$161,875	
24						
25						
Overall Project Budget – Page 1 Subtotal →					480,055	
Budget Summary						
A.	(Sum of page 1 and continuation sheet subtotals) Overall DLT Project Budget⁴				\$790,065	
B.	(as documented under Tab E-3) Less Proposed Cash Match⁵				\$43,000	
C.	(from <i>In-Kind Match Worksheet</i>) Less Proposed In-Kind Match⁵				0	
D.	(from <i>Other Funds Worksheet</i>) Less Other Funds				\$586,851	
E.	DLT Grant Request (A – B – C – D = E)				\$160,214	

1. Use the line-item number established on the *Overall Budget Worksheet(s)* on the other budget worksheets. If line-item 16 on the Overall Sheet is ineligible, show it as item 16 on the *Other Funds Worksheet*. Don't start a new numbering system on each sheet.
2. For non-fixed site applications, show the operational service center out of which the financed equipment will operate.
3. This number refers to the % of use that meets the DLT Grant definition of distance learning or telemedicine, the portion that is eligible for either grant or match funding. Ineligible items or items for which no funding is requested are shown as zero percent, regardless of their use in the project.
4. Line A is the sum of all DLT project extended costs as shown on this page and any continuation sheets. It includes the grant request and all proposed matches, as well as ineligible funds that have been included in the budget.
5. **Matching funds (lines B & C) must be properly documented under Tab E-3 of your application as described in detail in the *Application Guide*. Any portion that is not will not be credited as an eligible match.**

Place this Worksheet under Tab D-2 of your Application

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DLT Project

Other Funds Worksheet

(See D-1 & D-2 in Section IV of the *Application Guide*)

Some line-items included in a DLT Project Budget are not eligible as either grant or match. The funds for these must come from other sources and are designated “Other Funds.” Some line-items are only partially eligible as grant or match. The balance of these must also come from other sources. Show all other funds below in the same manner (line-item #, site name, and description) as on the *Overall Budget Worksheet*. Show the ineligible line-item cost (or portion thereof) in the “other fund cost” column adjacent to the source of that funding.

Line Item No.	Site Name	Description	Other Fund Cost	Source
1	Center CC	Moderncom 3000 Server	\$850	Center CC
2	Center CC	Poliburg 1776 Video Codec	\$3,870	Center CC
3	Center CC	Tobsung T-98.6 DVD VCR Combo	\$592	Center CC
4	Center CC	DV 2020X Digital Video Camera	\$376	Center CC
5	Center CC	Illumimax 120/80 LCD Projector	\$568	Center CC
6	Center CC	Micropixel P-5 5 Megapixel Document Camera	\$348	Center CC
7	Center CC	Opus-infinity No. 4601 Mixer w lavalier and handheld microphones	\$748	Center CC
8	Center CC	Total School Sftwr Pkg - Ineligible (see TSP)	\$37,600	Center CC
9	Center CC	Total School Sftwr Pkg- DLT Eligible (see TSP)	\$38,960	Center CC
10	Center CC	Omigosh Model 3-TBSP Classroom computers	\$150,000	Center CC
11	Center CC	Wire Classroom computers into system	14,800	Center CC
20	Woodland HS	Omigosh 3TBSP Classroom computers	\$90,000	Woodland HS
33	Valley HS	Omigosh 3Tbsp Classroom computers	\$48,000	Valley HS
34	Valley HS	Wire additional classroom	\$1,984	Valley HS
37	Southland HS	Poliburg Intl 1776 Video Codec	\$9,675	Suburban HS
38	Southland HS	Tobsung T-98.6 DVD VCR Combo	\$1,480	Suburban HS
39	Southland HS	DV 2020X Digital Video Camera	\$940	Suburban HS
40	Southland HS	Illumimax 120/80 LCD Projector	\$1,420	Suburban HS
41	Southland HS	Micropixel P-5 5 Megapixel Document Camera	\$870	Suburban HS
42	Southland HS	Opus-infinity No. 4601 Mixer w lavalier and handheld microphones	\$1,870	Suburban HS
43	Southland HS	Dull 24 computer distance learning cart for Distance Learning Lab	\$21,780	Suburban HS
44	Southland HS	Omigosh 3Tbsp Classroom computers	\$135,000	Suburban HS
45	Southland HS	Wire additional classroom	\$11,450	Suburban HS
46	Southland HS	Wire Dist Lrn :Lab and vid-conf. equip into system	\$13,670	Suburban HS

D. Total Proposed Other Funds → (Insert this number in line D of the Budget Summary on the Overall Budget Worksheet)	\$586,851
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Make copies of this sheet if needed and label them “continuation.” **Place this sheet with other budget sheets under Tab D-2**

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Notes for Budget Example

Total Grant Request: \$160,214
Total Proposed Match: \$43,000

DLT grants require a 15% minimum match

To calculate the match percentage:

$$\text{Matching contributions} \div \text{Proposed Grant Amount} \times 100 = \text{Match \%}$$
$$(\$43,000 \div \$160,214) \times 100 = 26.84\%$$

Calculation of 10% Rule for Category 3 Costs (See D, *Project Information*, in Section IV of this *Application Guide*)

There are three categories of eligible costs. The third category includes things like training and the development of instructional programming. Category three costs are limited to 10% of the grant request and/or match. The budget above does not include any of these costs. If it did, the costs could would be limited as follows:

10% of the Grant Request = \$16,021
10% of the match = \$4,300

D-3. Financial Information and Sustainability

Provide a narrative description that demonstrates your project's feasibility. Address the technical and programmatic expertise necessary to undertake and complete the project. Show how this expertise will ensure a sustainable project. You should also address the resources devoted to the project, and whether these resources will sustain the project. **Applications submitted without a *Financial Information and Sustainability* Section cannot be evaluated and will be returned as ineligible.** Place this section under Tab D-3 of your application. Your narrative should include all assumptions and the following information:

1. A description of the project's revenues and expenses.
2. Evidence of cost sharing arrangements among hub and end-user sites, if applicable.
3. Identification of any other items that may affect feasibility or sustainability of the project.
4. A demonstration that the benefits, including cost savings, of the DLT grant pass through to those receiving services from the project.

D-4. Statement of Experience

Provide a written narrative describing your organization's demonstrated capability and experience in operating an educational or health care endeavor and any project similar to the proposed project. Experience in a similar project is desirable but not required. If your organization does not have experience with projects similar to the proposed project, you should explain how you plan to overcome this. Place this narrative under Tab D-4 or your Application.

E. Objective Scoring Supporting Documentation

E-1. Rurality

Rurality is the term we use to describe how rural your DLT project’s service area is. We ask you to present an estimated *Rurality* score in your application. A *Rurality Worksheet* is provided in the *Toolkit* for this purpose. The Agency will review your estimate and correct it if necessary.

This category is scored on average population as described below:

- Your project must score at least 20 points to qualify for the DLT Program competition.
- Your project may obtain a higher score, up to a total of 45 points, depending on the relative rurality of the project service area.

We use the following definitions as determined by the 2000 US Census to evaluate *Rurality*.

1. **EXCEPTIONALLY RURAL AREA – 5,000 and under.** Any area of the United States **not included within** the boundary as defined by the US Census of an Urbanized Area (UA) or of an Urban Cluster (UC) having a population in excess of 5,000 inhabitants. This includes areas within the boundary of urban clusters of 5000 and under as well as areas that are outside of any Urbanized Area or Urban Cluster.
2. **RURAL AREA – 5,001-10,000.** Any area of the United States included within the within the boundary as defined by the US Census of an Urban Cluster having a population over 5,000 but not in excess of 10,000 inhabitants.
3. **MID-RURAL AREA – 10,001-20,000.** Any area of the United States included within the boundary as defined by the US Census of an Urban Cluster having a population over 10,000 and not in excess of 20,000 inhabitants.
4. **URBAN AREA - Over 20,000.** Any area of the United States included within the boundary of an Urbanized Area or within the boundary of an Urban Cluster in excess of 20,000 inhabitants. Remember that the DLT program is intended to benefit rural areas (20,000 or less). The Agency reserves the right to evaluate the benefit that flows to urban areas and reduce grant and match funds budgeted for the benefit of urban end-users when that benefit is not necessary to benefit rural end-users or incidental to the benefit to rural end-users.

<u>Site Location</u>	<u>Points</u>
Exceptionally Rural Area	45
Rural Area	30
Mid-Rural Area	15
Urban Area	0

The *Rurality* Score by Type of Project – Fixed and Variable Sites

Tips:

- As you prepare your *Rurality* data, if you find you are having problems finding the data, we recommend that you repeat each step of the several examples presented below to help you become familiar with the Census site.
- You may find that your browser blocks certain “pop-up images” from the Census site. If so, you will need to turn off the blocker to use every feature. Internet Explorer will tell you it has blocked a pop-up by placing a message under the toolbar in the top left corner of your screen. Click on that message and it will allow you to turn off the blocker for this site. Other browsers provide similar adjustments.

Most DLT projects operate at fixed sites such as schools or medical facilities. For these traditional DLT projects, the *Rurality* score as described below is based on the population of the area where the end-user sites are located.

In recent years, we have begun to receive applications from projects where the end-user sites are not fixed. Although we can contemplate distance learning projects along this line, to date, the non-fixed category comprises two types of telemedicine projects. In both cases, the end-user sites vary over time with need:

Home Health Care Systems – These typically involve either the placement of medical monitoring equipment at the home or the provision of equipment for visiting nurses so that they and the patients they visit can interact with medical professionals located at a distant site. In this way, medical monitoring can be performed elsewhere via telecommunications and care can be delivered into the home via telecommunications.

Ambulance Systems – These typically involve monitoring, pre-admittance testing, and interactions between the medical professionals in the ambulance and those in the emergency room, all conveyed via telecommunications.

End-user sites that vary over time were not contemplated when the regulation was written. It is clearly not a fair measure of the rural benefit of such projects to base the *Rurality* score entirely on the fixed sites of such a system, such as the location of the nurse’s hospital headquarters or the facility where the ambulance is parked when off duty. (This was the method used when these types of applications were first submitted.) In the first place, those sites do not represent the sites where the benefit of the project is delivered. Second, both the nurse’s headquarters and ambulance storage area are likely to be located in the most urban community in the area regardless of the extent of their rural service territory. On the other hand, it is not a fair method of determining rural benefit if we allow the applicant to choose its *Rurality* score by selecting to include in its *Rurality calculation* only the rural locations in its service area when some, or even the majority of the people it serves, are in Urban Areas. Neither can we rely on an applicant’s assurance that it will only use the funded equipment in its rural areas. We must operate under the assumption that from both a practical standpoint and from a medical ethics standpoint, equipment will be used based on medical need, not customer location.

In as much as we recognize such uses of telecommunications can provide important benefits to rural areas, we are specifying a method of determining *Rurality* for non-fixed site projects - a method based on the idea that each potential end-user in the service territory is an actual end-user. This is a method that is consistent with the intent and spirit of the regulation while providing a measure of rural benefit that is reasonably comparable to that captured by the fixed-site method. In the discussion below, we

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will discuss two methods for determining a *Rurality* score based on the nature of the project, *i.e.*, fixed site or variable site. We have no administratively practical way to evaluate and score projects that combine fixed and variable sites, so do not submit an application that mixes the two. If you have this situation, you may separate the projects and submit two applications that will be evaluated and scored independently.

***Rurality* Score for Projects in which all End-User Sites are Fixed**

Enter each hub, hub/end-user and end-user site on the *Rurality Worksheet*, showing its location in parentheses. Although pure hubs are not included in the calculation, the Agency will need this data to recalculate the score in the event that we determine that the site should be included. Place the sites in the same order and use the same numbering as on the *Site Worksheet* and *NSLP Worksheet*. Use Census Urban and Rural Area population data along with the table above (it is also printed on the *Rurality Worksheet*) to determine *Rurality* points for each site. To document the numbers, attach a 2000 Census population sheet and map for each site's location behind the *Worksheet* as described below:

The population to be used will be Census "Urban Area" data. A good place to start the process is from the main Fact Finder Page on the Census at this website:

http://factfinder.census.gov/home/saff/main.html?_lang=en

Imagine that you have a facility located in College Township, Pennsylvania. You can enter an address or zip code, but since the site in this example is hypothetical, we enter College Township. This brings up a page that shows population data for the township. This is not the population you will enter on your *Rurality Worksheet*. We are using the jurisdiction as a locating tool and as an introduction to the Census website.

The screenshot shows the American FactFinder interface. The search results for "College township, Centre County, Pennsylvania" are displayed for the year 2000. A table of demographic highlights is shown, with a "Reference Map" link circled in red.

Census 2000 Demographic Profile Highlights:			
General Characteristics - show more >>	Number	Percent	U.S.
Total population	8,489		map brief
Male	4,062	47.9	49.1% map brief
Female	4,427	52.1	50.9% map brief

Image 1

Click on "Reference Map," which is circled in the view above. It will bring up the map below, which shows College Township (in yellow) and adjoining jurisdictions. The applicant knows its territory and will have a good idea before it looks at a map if it is part of a larger population center that must be considered. Also, when you see the abbreviation UA or UC in the vicinity of your site, you can

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assume this is a question you must deal with. In this case, at least part of College Township appears to be in the State College UA (Urbanized Area, underlined in red below).

College township, Centre County, Pennsylvania

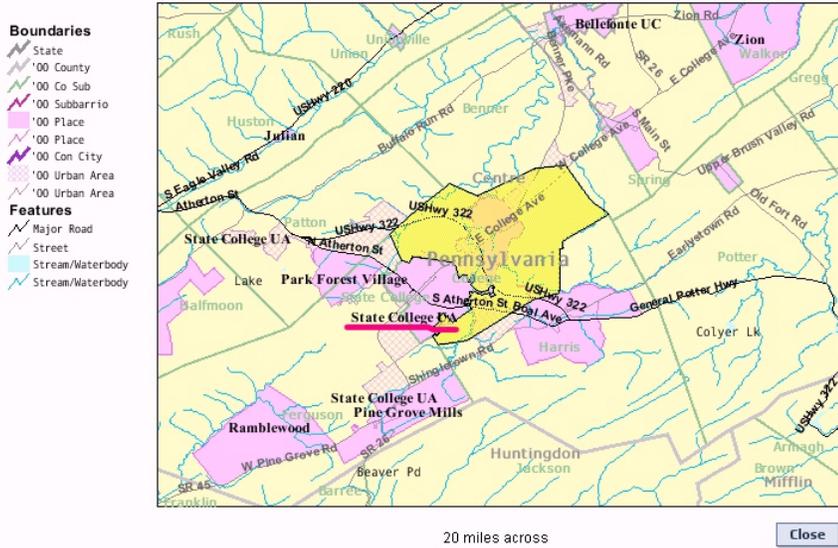


Image 2

To make a more precise determination, we will use more powerful features of the site. Close this map box, which will return you to the main page. Look at the left column and click on “Data Sets” and the dropdown menu “Decennial Census.”

The screenshot shows the U.S. Census Bureau website interface. The 'Data Sets' menu is highlighted with a red circle, and the 'Decennial Census' option is also highlighted with a red circle. The main content area displays the 'FACT SHEET' for College township, Centre County, Pennsylvania, with a table of demographic highlights for the year 2000.

Census 2000 Demographic Profile Highlights:	
General Characteristics - show more >>	Number
Total population	8,489
• Decennial Census	4,062
• American Community Survey	4,427
• Puerto Rico Community Survey	36.2
	404
	6,702
	1,768

Image 3

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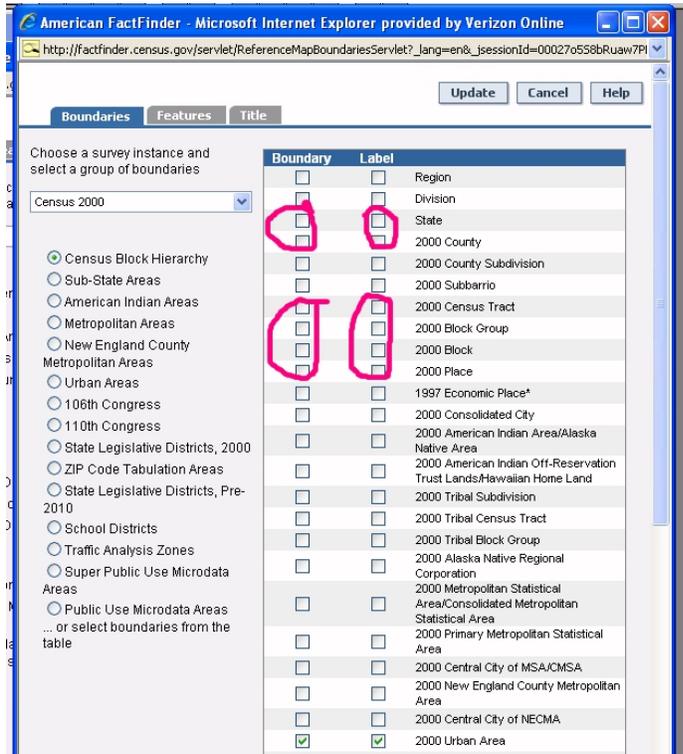


Image 6

This will alter the map you brought up based on the zip code so that it shows only the Census rural area (in yellow) and the State College Urbanized Area (in pink cross hatching). You can use the circled features to re-center and zoom until you precisely locate your site. To re-center, click on the “hand” button, move your cursor to the location you wish to center, and drag it to the center while holding down the left mouse button.

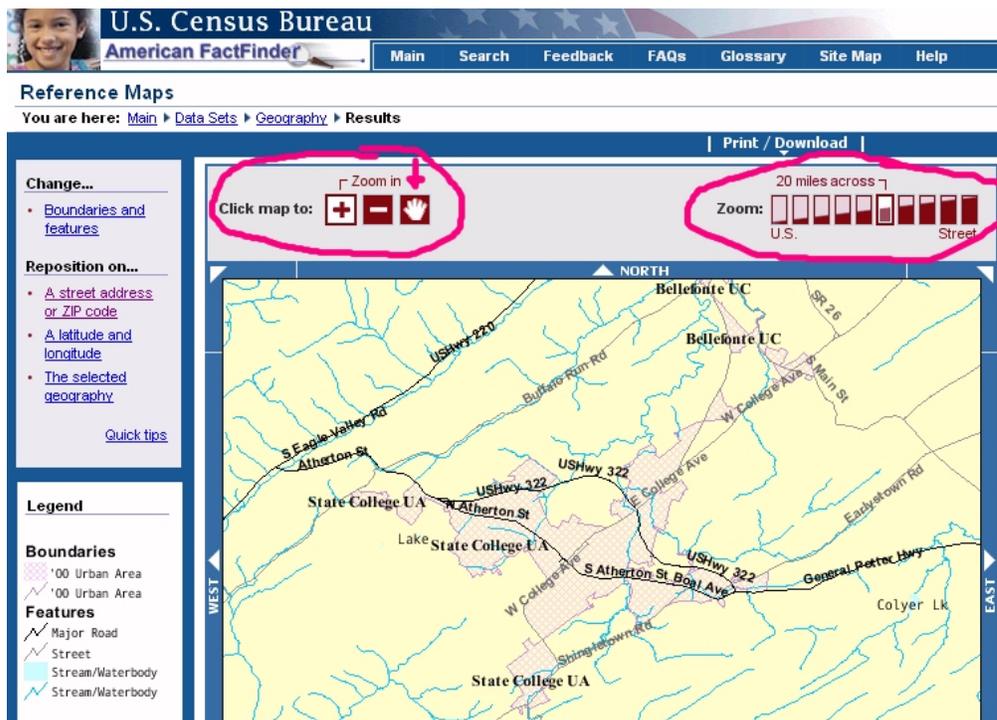


Image 7

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Print a Census page with a detail map like the one below. Include it in your application as documentation for this site behind your *Rurality Worksheet*. Show the site's exact location on this map. In this case, we have entered a hypothetical location on Porter Road in the yellow area of College Township at the top. A site located here is Census rural and would score 45 points. If the site were inside the checkered territory, you would designate it "Urbanized Area" and you use the State College Urbanized Area population, which is determined as described below.

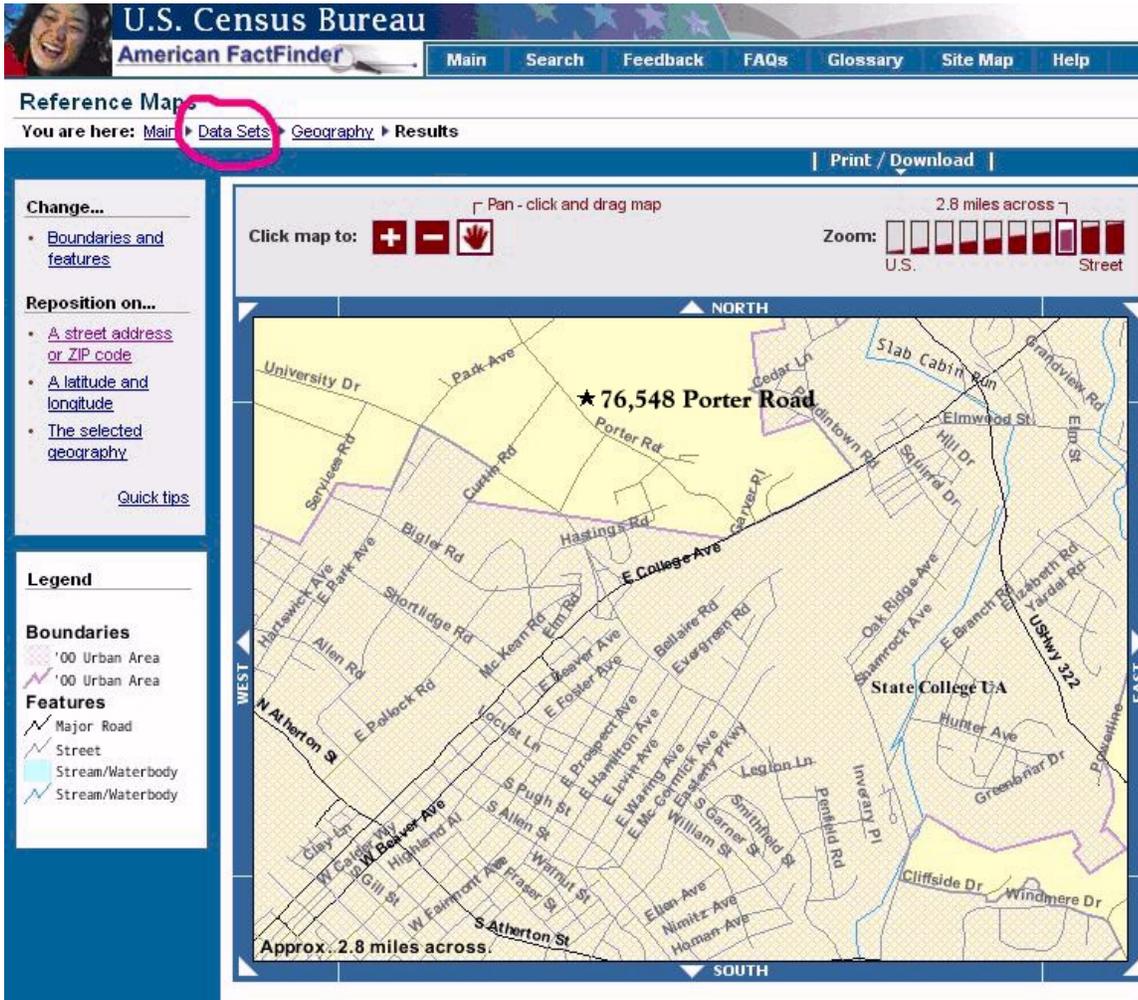


Image 8

Click on "Data Sets," circled in image 8. This will return you to Image 4. Click on "Detailed Tables." It will bring up the screen below. First select "Urban Area" from the drop down menu under "Select a geographic type." Wait while the website populates the next block with every "Urbanized Area" and "Urban Cluster" in the country. Scroll down to "State College Urbanized Area," highlight it, then click the "add" button. When it appears under "current geography selections," click on "next."

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U.S. Census Bureau
American FactFinder

Main Search Feedback FAQs Glossary Site Map Help

Select Geography

You are here: Main > Data Sets > Data Sets with Detailed Tables > Geography > Tables > Results
Census 2000 Summary File 1 (SF 1) 100-Percent Data, Detailed Tables

Choose a selection method

list name search address search map geo within geo

Show all geography types | Explain Census Geography

Select a geographic type
Urban Area

Select one or more geographic areas and click 'Add'

- Starke, FL Urban Cluster
- Starkville, MS Urban Cluster
- State College, PA Urbanized Area
- State Farm (Penal Institution), VA Urban Cluster
- Statesboro, GA Urban Cluster
- Statesville, NC Urban Cluster
- Staunton, IL Urban Cluster
- Staunton, VA Urban Cluster

Map It

Add

Current geography selections:
==== Urban Area =====
State College, PA Urbanized Area

Current Selections

Download data for more than 7,000 geographic areas using the [Download Center.](#)

Remove

Next

Image 9

Choose P1, P2, and any other items in which you are interested and which may prove useful for your *Needs and Benefits* Section. Add them to the selection then press “show results.”

American FactFinder

U.S. Census Bureau
American FactFinder

Main Search Feedback FAQs

Select Tables

You are here: Main > Data Sets > Data Sets with Detailed Tables > Geography > Tables > Results
Census 2000 Summary File 1 (SF 1) 100-Percent Data, Detailed Tables

Choose a table selection method

by subject by keyword show all tables

Select one or more tables and click 'Add'

- P1. Total Population
- P2. Urban and Rural (Total Population)
- P3. Race
- P4. Hispanic or Latino, and Not Hispanic or Latino by Race (Total Population)
- P5. Race for the Population 18 Years and Over
- P6. Hispanic or Latino, and Not Hispanic or Latino by Race for the Population 18 Years and Over
- P7. Race (Total Population)
- P8. Hispanic or Latino by Race (Total Population)
- P9. Race (Total Races Tallied)
- P10. Hispanic or Latino by Race (Total Races Tallied)

Add

Current table selections:
P1. Total Population
P2. Urban and Rural (Total Population)

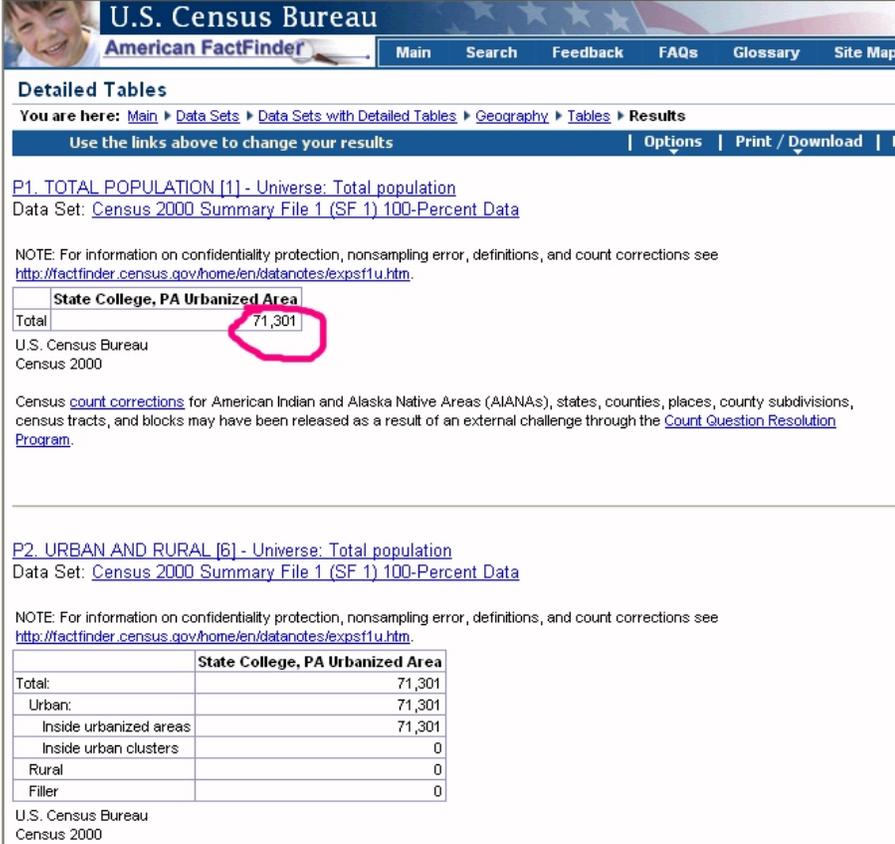
Remove

Show Result

Image 10

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This will bring up the page below. Enter this population on your *Rurality Worksheet*, which yields a score of zero points, and attach a copy of this page as documentation behind the *Worksheet*.



The screenshot shows the American FactFinder interface. The top navigation bar includes 'Main', 'Search', 'Feedback', 'FAQs', 'Glossary', and 'Site Map'. The page title is 'Detailed Tables'. Below the title, there is a breadcrumb trail: 'You are here: Main > Data Sets > Data Sets with Detailed Tables > Geography > Tables > Results'. A blue bar contains the text 'Use the links above to change your results' and 'Options | Print / Download | R'. The main content area displays 'P1. TOTAL POPULATION [1] - Universe: Total population' and 'Data Set: Census 2000 Summary File 1 (SF 1) 100-Percent Data'. A note provides information on confidentiality protection, nonsampling error, definitions, and count corrections, with a link to 'http://factfinder.census.gov/home/en/data/notes/expsf1u.htm'. A table shows the population for 'State College, PA Urbanized Area' with a total of 71,301. The value '71,301' is circled in red. Below this table, there is a second table for 'P2. URBAN AND RURAL [6] - Universe: Total population' with the same data set. This table breaks down the population into Urban (71,301), Inside urbanized areas (71,301), Inside urban clusters (0), Rural (0), and Filler (0). The U.S. Census Bureau logo and 'Census 2000' are visible at the bottom of the page.

State College, PA Urbanized Area	
Total:	71,301
Urban:	71,301
Inside urbanized areas	71,301
Inside urban clusters	0
Rural	0
Filler	0

State College, PA Urbanized Area	
Total:	71,301
Urban:	71,301
Inside urbanized areas	71,301
Inside urban clusters	0
Rural	0
Filler	0

Image 11

If outside a place designated urban by the Census, such as in the example shown above in image 8, print a Census Urban Area map that clearly shows the location of the site as being outside of the checkered Urban Area using the techniques described above. In extremely rural areas with no nearby population centers, this may require that you zoom out until the closest Census Urban Area shows on the map. Print this map, precisely identify your site's location, and include it as documentation behind the *Rurality Worksheet*.

In some cases, there may be ambiguity about your site's precise location. For example, if your organization has moved recently. If there is any ambiguity, include ancillary identifying information like printouts from Internet sites such as Mapquest or Google Maps. Sometimes local jurisdictions produce maps that can be useful. **Any end-user site for which the applicant does not provide precise location identification and corresponding Census documentation will be evaluated as urban (zero points).**

Remember that for fixed sites, the information must be consistent throughout the application including on the *Rurality* and *NSLP Worksheets*, the *Site Worksheet* attachment to the SF-424, the *Executive Summary*, the *Telecommunications System Plan*, and the *Budget*. **If the end-user sites are not consistent, your application cannot be evaluated and will be returned as ineligible.** (For projects where the end-user sites are not fixed, see below.)

After you have entered all your sites and the corresponding population on the *Rurality Worksheet*, calculate your estimated score by taking the average of the sites you designated as hub/end-users and end-users. Do not include pure Hubs in the calculation. Remember that we will evaluate sites you