



LEARN
DESIGN
APPLY.INC



USDA DLT Grant Webinar FY20 Round 2

Presenter: Casey Rossetti



Before We Begin...



- ✓ Forget everything you know about federal grants... *never assume!*
- ✓ When in doubt, refer to the *recent year's* Application Guide!
- ✓ Start the process **now** – this is a great *opportunity!*



What's it All About?

The DLT Grant provides funding for interactive “real time” distance learning or telehealth projects that provide rural residents with access to content and/or services, helping to bridge the digital divide.



The DLT Basics



- CFDA: 10.855 *(Funding Opportunity Number: RUS-20-02-DLT)*
- Due Date: Monday, July 13th *(Round 2 application deadline)*
- How Much: Uncertain *(at least \$25M Total Funds from CARES Act allocation)*
- Matching Funds: 15% of the Federal Request *(about 13.05% of total project costs)*
- Award Size: Up to \$50k – \$1M *(increased from \$500k this year)*
- Priorities: Special Consideration Points *(varies by year)*
 - FY20: 1) STEM 2) Substance Abuse 3) Opportunity Zones
- Submission: **Grants.gov only** *(no longer accepting paper applications)*



Let's Cut to the Chase!



Eligible Expenditures

- ✓ **Capital Expenditures** – interactive distance learning or telemedicine equipment, video infrastructure, ancillary core network devices necessitated by the project, internal wiring, **software**, **licensing**, digitally connected peripheral devices and associated services.
- ✓ **Up to 20%** of the budget can be spent on broadband related expenditures
- ✓ **Cloud Services**, if adequately defined and justified



Ineligible Expenditures

- ✓ **Recurring Expenses** – transmission costs, existing operational costs, **salaries**, benefits, contractual, supplies, etc.
- ✓ **No Indirect Costs! No Evaluation Costs!**
- ✓ **Unrelated technology purposes** -- this is not a grant for tons of PCs/Tablets... the main purpose is for the interactive video. Peripherals that help deliver content or services via the video transmission are provisionally eligible

Licensing/software and services must be associated with an endpoint in the budget

Who Can Apply?

APPLY NOW

Various forms of eligibility

1. **Organizational Eligibility** – For Profit, Non-Profit, Tribal Entity, State or Local Org, Schools, Universities, Community & Technical Colleges, Libraries, Pre-K's, Clinics, Health Care Centers, Hospitals/Clinics, Workforce Development Offices, First Responders.... *It's easier to tell you who is NOT eligible (federal orgs, sole proprietors. orgs. in coastal barrier zones).* Fiscal Agent (applicant) MUST have a DUNS and active SAM registration.
2. **Programmatic Eligibility** – Proposed use must be focused on interactive distance learning and/or telehealth projects that ***provide benefits/services to end users in rural communities***
3. **Rural Eligibility** – Overall Project Rurality score of at least **20 points**
4. **Required Match** – Projects must match at or above **15%** of the federal requested amount (just over 13% of the overall project costs)

Types of Projects



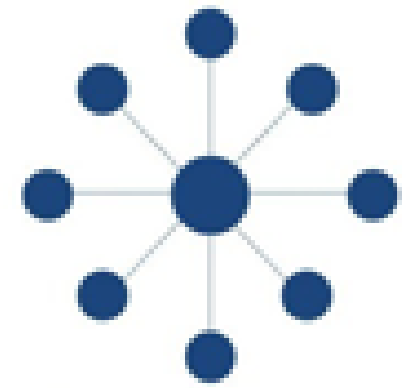
*Limited only by your
imagination!*

- ✓ **School to School** – *sharing teachers & courses, enrichment*
- ✓ **School to Health Center** – *school based health; prevention / wellness, mental health/substance abuse programming*
- ✓ **School to Higher Ed** – *dual enrollment, teacher training*
- ✓ **Higher Ed to Higher Ed** – *connecting satellite campuses to expand course offerings, bridging programs, workforce dev*
- ✓ **Libraries & Other Community Centers** – *lifelong learning, Adult Ed, Workforce development, Enrichment*
- ✓ **Medical Centers to Clinics** – *primary & specialty care delivery; CME*
- ✓ **Clinic to Clinic or Hospital to Hospital** – *sharing doctors, dentists, nurses or allied health professionals; sharing CME, wellness & prevention programs*
- ✓ **Mental Health & Substance Abuse Clinics to anyone** – *delivering behavioral health and/or substance abuse treatment, education, therapy, etc.*
- ✓ **State/Local Orgs** – *connecting the “local” organizations together to share employee learning / training (DOH, Head Start, WIBs, etc.)*

Major Grant Components

Objective Scoring	Subjective Scoring	Required but not Scored	Required but not Scored
Rurality – up to 40 pts	Needs & Benefits – up to 30 pts	Executive Summary	Official Grant Budget & Match letter/worksheet
Economic Need – up to 30 pts		Financial Info & Sustainability	Certs / Assurances
Special Consideration – up to 10 pts		Statement of Experience	Proof of Legal Existence / Eligibility
		Technology System Plan	State Rural Development Letter

Project Design



- Before you can begin constructing your project, you need to first articulate what your project is about!
 - Is it Distance Learning, Telemedicine or a combination of both?
 - What problems are you trying to solve through the use of these technologies?
 - Who is your target audience?
- Think on a broader scale!
 - Expand your thinking beyond your initial “focus” issue (ex: need for a Spanish Teacher)
- Identify potential project partners/participants that will benefit from the educational or health content or services you propose to delivery and/or receive

Design Examples



1. **Hub(s) & Spoke(s)** -- Content or service provider connecting to end user sites who will receive the content or services
 - Medical Center with Specialists to smaller hospitals or clinics without local specialists
 - Community College connecting to K12s to deliver dual enrollment
2. **Hub/End-User to Hub/End-User** -- Sites that will provide experts to share content or services connecting to remote sites who will receive the content and services, and deliver back *different* content and services.
 - Rural High School with Mandarin teacher connects to another rural high school with a Spanish teacher. Students at both sites receive foreign language classes not available locally.
 - Rural hospital to Rural Mental Health & Substance Abuse clinic. Hospital connects to MHSA clinic for services not available locally. Clinic connects to hospital for Continuing Medical Education and training.

1234567890

7

8

9

CE



4

5

6

X

M+

1

2

3

-

M-

0

.

/

+

=

Objective Scoring Calculator

- Once you have identified potential programmatic partners, you need to look at their demographics
- Are they a HUB, End-User or HUB/End-User?
- Find their Rurality
- Identify their Poverty / Economic Need Score
- Crunch the Numbers! Is your score competitive?
- If not, consider adding or deleting sites to obtain a higher Objective Score

Rurality Scoring

- Find rurality and score for ALL sites
- Only average in the scores for End User or Hub-End User sites
- Also... sites that are outside the boundaries of place typically receive the maximum rurality points!

Scoring Table

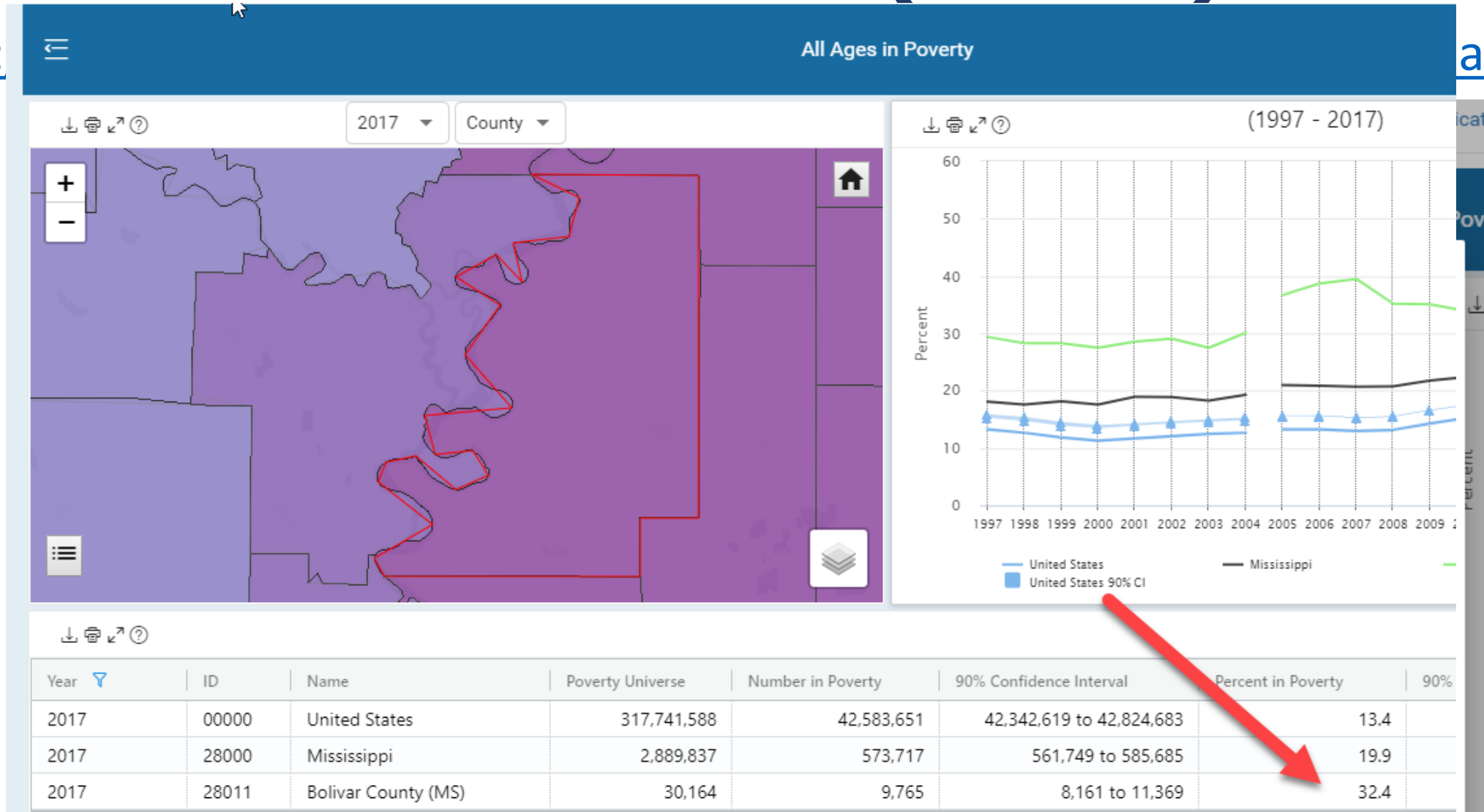
Rurality	Points
0-5000	40
5001-10,000	30
10,001-20,000	20
over 20,000	0



Economic Need (SAIPE)

<https://nces.ed.gov/ipeds/data/saipe/>

aa_c



☐ Choctaw County MS

Special Consideration



- 10 Points (earned one time) – *all points are golden!*
- Focus varies by year – Substance Abuse, STEM and Opportunity Zones (specific census tracts within certain counties)
- Projects should have a “predominant” focus on these areas (>50%)
- Very broad definitions of Substance Abuse and STEM

STEM

- Science, Technology, Engineering, Medical
- Classes offering STEM curriculum
- Training in STEM fields
- Workforce certification programs having a STEM component/approach
- Most CTE Courses fall under the STEM umbrella

Substance Abuse / Opioid

- Treatment and therapy
- Prevention & Wellness Education
- Training for medical response for first responders and medical professionals
- MAT Medically Assisted Treatment educational and oversight
- Recovery - family support and social service coordination programs

Resist the Urge to Work A-Z

*The order in which
you package your
grant is NOT the
order in which you
want to develop
your project!*

A	Completed Standard Form 424 & Site worksheet
B	Executive Summary of the Project
C1	C-1 Rurality
C2	C-2 Economic Need
C3	C-3 Special Consideration
C4	C-4 Need for Services and Benefits
D	Matching Requirements
E	Scope of Work & /Budget
F	Financial Information and Sustainability
G	Statement of Experience
H	Telecommunications Systems Plan
I	Compliance with Other Federal Statutes and Regulations
J	Evidence Of Legal Existence and Authority to Contract with the Federal Government
K	Environmental Impact and Historic Preservation
L	Consultation with State Director

Let's Switch Things Up!



Get paperwork requirements out of the way

- L. Contact with USDA State Director
- I. Compliance (Certifications & Assurances)
- K. Environmental Impact & Historical Preservation
- J. Legal Existence & Authority to Contract

Worksheets

- C1. Rurality Worksheet
- C2. Economic Need Worksheet
- C3. Special Consideration

Subjective Scoring Section

- C4. Needs & Benefits

Technology Considerations

- E. Scope of Work & Budget
- D. Matching Funds Worksheet & Match Letter
- H. Telecommunications System Plan

Unscored *but required* Narrative Sections

- F. Financial Information & Sustainability
- G. Statement of Experience
- B. Executive Summary

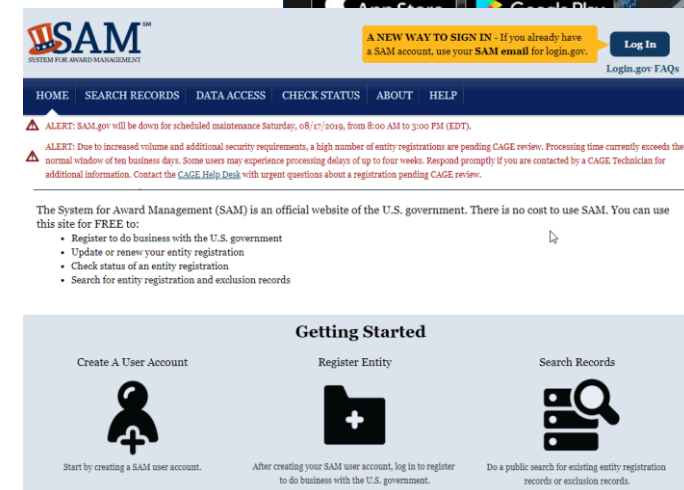
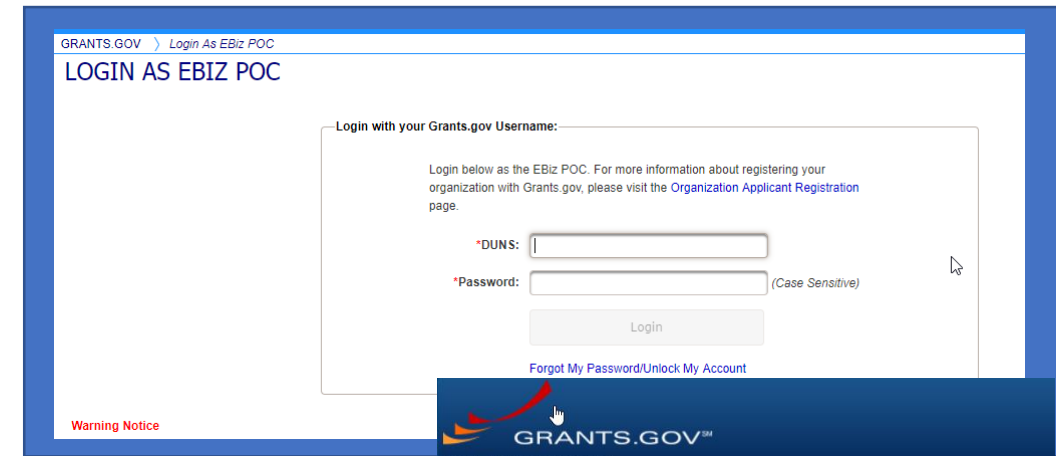
Where to Start

1. SAM Registration

- Do you have a SAM registration?
- Is it active?
- Is the POC still employed at your Organization?
- Financial Certifications done?

2. Grants.gov

- Are you registered and account associated with SAM?
- Is your AOR authorized for submission in eBiz?
- Create a workspace



Needs & Benefits

- The only scored narrative section
- Subjective – **worth 30 points!**
- This section is the differentiator – put your effort here!
- We have created a template to guide you through this section
- Be a story-teller... this is where you can really demonstrate the need for your project and resonate with the reviewer



Community Involvement and Needs Assessment

- Consider holding a planning meeting (or meetings). Provide a snapshot of the posted invitation (newspaper, web, etc) and include details... date, time, and who attended.
- Develop a planning committee. List their names and titles, and keep a record of the dates that you meet, who attended, and what was discussed. Include a wide variety of stake-holders.
- How did you identify the critical needs that will be addressed by your project?
 - Surveys
 - Climate assessment
 - Other data points
(test scores, health or economic data)



Assessment leads to **Needs Identification & Project Design**

- When identifying your Needs, try to think broadly
- Start with your primary need and then consider other ways distance learning or telemedicine connections can help address problems in your target area. *Example:*
- Primary need: *to provide primary care in a school based health setting*
- Other possible needs / use cases:
 - Prevention / Wellness Programming
 - Special Education Services (PT, OT, Speech, Psychological Testing)
 - Expanding access to teachers, families, community members
 - Access to specialty care (ENT, Allergist, Mental Health Professionals, etc.)
 - Continuing Medical Education / Professional Development

How does your Project Address those Needs?

- Describe your project: How do the technologies you are proposing help you address those needs? Just a couple of lines is fine!

“This project places telemedicine endpoints, along with digitally connected medical scopes, in each of our schools. This will allow real time connections to healthcare experts for the delivery of primary care, addressing the critical lack of access to geographically accessible healthcare.”

Budget Worksheet

Line Item #	Site Name	Description	Unit Cost	# of Units	Extended Cost	
					Grant or Cash Match funds	In-Kind Match
1	ABC College	ABC Education Cart - mobile	10,000	2	20,000	
2		Mandatory Annual Maintenance - 3 Yrs	3,500	2	7,000	
3		Installation	2,000	2	4,000	
4		ZuDexio Cloud infrastructure license	1,000	2	2,000	
5		Instructor PC	500	2		1,000
6	DEF High School	ABC Education Cart - mobile	10,000	1	10,000	
7		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
8		Installation	2,000	1	2,000	
9		ZuDexio Cloud infrastructure license	1,000	1	1,000	
10		Instructor PC	500	1		500
11	GHI High School	ABC Education Cart - mobile	10,000	1	10,000	
12		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
13		Installation	2,000	1	2,000	
14		ZuDexio Cloud infrastructure license	1,000	1	1,000	
15		Instructor PC	500	1		500
16	JKL Vocational School	ABC Education Cart - mobile	10,000	1	10,000	
17		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
18		Installation	2,000	1	2,000	
19		ZuDexio Cloud infrastructure license	1,000	1	1,000	
20		Instructor PC	500	1		500
			Totals		82,500	2,500

A	Overall DLT Project Budget (Sum of Total Grant/Cash column and In-Kind Match column)	85,000	
B	Less Proposed Cash Match (as documented on Leveraging Worksheet)	8,600	Cash + Inkind
C	Less Proposed In-Kind Match (From Total of In-Kind Match Column)	2,500	11,100
D	DLT Grant Request (A-B-C)	73,900	
Grant to Match % check (15% minimum req'd)		15.02%	

formula: =(B+C)/D

Itemized Budget Descriptions - Example

					Extended Cost	
Line Item #	Site Name	Description	Unit Cost	# of Units	Grant or Cash Match funds	In-Kind Match
1	ABC College	ABC Education Cart - mobile	10,000	2	20,000	
2		Mandatory Annual Maintenance - 3 Yrs	3,500	2	7,000	
3		Installation	2,000	2	4,000	
4		ZuDexio Cloud infrastructure license	1,000	2	2,000	
5		Instructor PC	500	2		1,000
6	DEF High School	ABC Education Cart - mobile	10,000	1	10,000	
7		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
8		Installation	2,000	1	2,000	
9		ZuDexio Cloud infrastructure license	1,000	1	1,000	
10		Instructor PC	500	1		500
11	GHI High School	ABC Education Cart - mobile	10,000	1	10,000	
12		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
13		Installation	2,000	1	2,000	
14		ZuDexio Cloud infrastructure license	1,000	1	1,000	
15		Instructor PC	500	1		500
16	JKL Vocational School	ABC Education Cart - mobile	10,000	1	10,000	
17		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
18		Installation	2,000	1	2,000	
19		ZuDexio Cloud infrastructure license	1,000	1	1,000	
20		Instructor PC	500	1		500
			Totals		82,500	2,500
A	Overall DLT Project Budget (Sum of Total Grant/Cash column and In-Kind Match column)					85,000
B	Less Proposed Cash Match (as documented on Leveraging Worksheet)					8,600
C	Less Proposed In-Kind Match (From Total of In-Kind Match Column)					2,500
D	DLT Grant Request (A-B-C)					73,900
Grant to Match % check (15% minimum req'd)						15.02%
						formula: =(B+C)/D



Line items 1, 6, 11, 16

ABC Education Mobile Cart – this cart is an interactive distance learning system that has a video codec, camera, microphone, speakers and display on a rolling base. It will be used to deliver and receive distance learning courses and content between the participating sites and will be used 100% of the time for eligible activities.

Line items 2, 7, 12, 17

Mandatory Annual Maintenance 3Yrs. – three years of annual support to include hardware and software on the Education Cart. Use is 100% DLT.

Line items 4, 9, 14, 19

ZuDexio Cloud Infrastructure license -- this license resides with the mobile cart and will provide the video transport and bridging necessary for connections. Use is 100% DLT.

Line items 5, 10, 15, 20

Instructor PC – a laptop will be digitally connected to each education cart allowing content to be shared in real time amongst sites. They will be dedicated to DL use only and used only for 100% DLT activities

Putting It All Together

- Use the DLT Checklist as your guide – include all elements!
- For each section, create a header/footer that lists the applicant name, section (A-L) and page number for that section.
- PDF each section (A-L) separately – include all back-up materials by section. If submitting a hard copy, include each section in its entirety by tab, with separators. Review your pdfs to ensure nothing was cut off by mistake!
- Fill out the SF-424 in Workspace (or fillable pdf). If submitting via Grants.gov, attach the Site Worksheet at 14, 15 and 16. Attach ALL sections at 15 under project description.



Pre-Submission Tips



- Is your SAM Registration Active (know and extend the expiration date)
- Make sure that the budget numbers on your SF-424 ***match exactly*** with the numbers in your Executive Summary, Match Worksheet, Match Letter and Budget Worksheet.
- Look for the show-stoppers:
 - Are your match letters on letterhead, with signature block and signature of someone with obvious fiscal authority? Do they state the match amount?
 - Are all narrative sections complete and attached/included?
 - Are all site tables consistent with the Site or Rurality Worksheet?
 - Did you remember to include support letters, surveys and other back-up?
 - Is your Budget behind the Scope of Work?
 - Do you have a geographic map and vendor quote(s) included in the Telecom Plan?
- Have at least 2 sets of eyes during your review – you can get too close to your project and not see errors!

Thank you! For Support:

Casey Rossetti – Regional Grant Manager

Casey.Rossetti@learndesignapply.com

972.979.4410

