



GTOPS 2019 ORIENTATION

Introduction

Thank you for your interest in applying for the 2019 GTOPs Grant offered by the City of Austin. With the gracious support of the Austin City Council, we are pleased to have \$200,000 in funds available to selected organizations. In addition to funding, GTOPs will also offer device grants of 10-30 refurbished city computers.

GTOPs 2019 Award Pathways

A letter of interest and application for GTOPs 2019 must align to one of three pathways:

1. Funding (\$10,000 to \$25,000)
2. Devices and Funding (10-30 devices, \$10,000 to \$25,000)
3. Devices (10-30 devices)

About GTOPs

GTOPs provides matching grant funds to Austin organizations to increase access to technology, provide digital/technology training, and to increase access to the internet, particularly in underserved segments of our community. GTOPs has one application cycle per year. Grant applications are reviewed and scored by a panel of qualified community representatives appointed by the Community Technology and Telecommunications Commission (CTTC), which has final approval over recipient selection. In FY 2018, GTOPs grants were awarded to nine organizations.

Vision: *A community where all citizens have access to the internet, devices, and knowledge needed to fully participate in digital society*

Mission: *To provide matching grant funds to Austin organizations for projects that create digital opportunities and promote digital equity in innovative ways*

Values

GTOPs values grassroots organizations who form community partnerships and work towards digital equity through creating innovative projects that surface good or best practices. GTOPs is meant to provide seed funding to start new programs that can become self-sustaining.

Goals

- Increase use of digital and communications technology devices
- Increase knowledge and skills of digital and communications technology
- Increase access to and usage of the Internet

Eligibility

Following are the requirements to be eligible for GTOPs funding:

- Applicants must be incorporated, tax exempt organizations in Austin or its Extra Territorial Jurisdiction
 - Another organization may apply through a qualified 501(c)(3) organization who would serve as fiscal agent, be able to obtain standard insurance coverages, and comply with the standard terms and conditions of GTOPs
- Program must align with at least one of the GTOPs goals, as follows:
 - Increase use of digital and communications technology devices
 - Increase knowledge and skills of digital and communications technology
 - Increase access to and usage of the Internet
- Applicant must have the ability to agree to the standard [GTOPs terms and conditions](#) with no exceptions
- An organization can submit a maximum of three letters of interest for GTOPs per grant cycle
- An organization may apply for no more than one program per grant cycle
- An organization can only receive GTOPs funding three times in a rolling five year period
- Applicant must be able to provide or secure matching funds (in-kind, cash, and/or volunteer hours) equal to or greater than the requested funding amount

Important Dates

- October 1, 2018: GTOPs 2019 cycle officially opens for letters of interest
- October 5, 2018: Community meeting to discuss the GTOPs 2019 goals and process
- October 26, 2018: Letters of interest for GTOPs 2019 due
- October 29 – November 2, 2018: Staff review of letters of interest and communication with interested parties
- November 5 – November 30, 2018: Grant application window. Full and completed applications and certification of completion of the Mandatory Online Orientation for GTOPs 2019 must be completed by November 30
- December 3 – 7, 2018: Staff review of applications for completeness
- January 6, 2019: Written Questions Due (from Reviewers)
- January 14, 2019: Written Responses Due (from Applicants)
- January 20, 2019: First Round of Scores Due
- January 22, 2019: Send first round scores to applicants
- February 8, 2019: Oral Presentations (Tentative date depending on location)
- Week of February 11, 2019: Final Deliberation (Tentative depending on location)
- February 13, 2019: Presentation of GTOPs recommended awards to Austin CTTC Regular Meeting.
- February 15, 2019: Send CTTC GTOPs Recommendations to executives for approval

Evaluation and Scoring Criteria

Grant Review Committee

- The CTTC will appoint a Grant Review Committee comprised of qualified community representatives. The committee will include two non-voting members, a member of the Commission to act as chair of the Grant Review Committee with City staff to provide technical assistance and support to the Committee.
- The City of Austin Digital Inclusion program will examine each application for eligibility and pass qualified applications to the Grant Review Committee.
- The Grant Review Committee will evaluate the applications on the selection criteria (see Evaluation Criteria). The highest scoring applications will be invited to give an oral presentation dependent on time allocation and round 1 score differentials (usually 15 applications proceed to round 2).

Evaluation Criteria

GTOPs Goal Areas

In round 1 of scoring, the highest scoring application for each GTOPs goal area will proceed to round 2.

In round 2, the highest scoring application for each GTOPs goal area will be recommended for funding. The 3 GTOPs goal areas can be found on page 1 of this document.

Organizational Income and Equity

Round 1: Review and Assessment

- The top two scoring organizations with reported annual revenues as of the most recent fiscal year end of \$0-\$499,999 move on to round 2 scoring;
- The top two scoring organizations with reported annual revenues as of the most recent fiscal year end between \$500,000-\$999,999 move on to round 2 scoring;
- Of the remaining organizations, the highest scoring organizations move on to round 2 dependent on available slots.

Round 2: Review and Assessment

- The top two scoring organizations with reported annual revenues as of the most recent fiscal year end of \$0-\$499,999 are recommended for funding;
- The top two scoring organizations with reported annual revenues as of the most recent fiscal year end between \$500,000-\$999,999 are recommended for funding;
- The remaining funds will be distributed to the remaining organizations based on score and available funds.

Scoring Criteria

The scoring criteria has been carefully chosen and weighted by the Commission in accordance with the GTOPs mission and goals. While all the criteria are important, some are more essential to meeting the Commission's expectations of a winning GTOPs proposal. Weighting the questions helps to ensure that only those best suited to GTOPs are scored highest.

I – GTOPs Goals - 15 total points

- This program plan has demonstrated alignment with the GTOPs Goals. (15 pts)

II - Community Impact - 30 total points

- The program plan and its objectives are well defined and serve a community need. (10 pts)
- This program plan demonstrates that if implemented it will have an ongoing/lasting positive impact on the community. (10 pts)
- This program plan has demonstrated that it has collaboration partners w/ in the community we are seeking to serve. (10 pts)

III - Evaluation of Success - 30 total points

- This program has a clear plan for success. Its goals and objectives are achievable and its work plan is feasible. (10 pts)
- This program plan demonstrates its ability to evaluate its own success and reviewers agree that its proposed measures for evaluation are viable and appropriate. (10 pts)
- The organization has provided documentation of demonstrated success as an organization. (10 pts)
- New Program to GTOPs: Success in similar programs or of proposed staff and volunteers executing program plan.
- Previous GTOPs Awardee: Historical reviews of programs funded through GTOPs.

IV - Budget and Fiscal Responsibility - 25 total points

- The organization that is executing on the program plan is a fiscally responsible organization that will use City funds and matching criteria of the grant appropriately if awarded this grant. (15 pts)
- This program plan has provided all required documentation, including its budget, which clearly shows its annual revenue and matching dollars (in-kind and/or cash). (10 pts)

Application Considerations

February 8, 2019 GTOPs Oral Presentations

Organizations proceeding onto the 2nd round of scoring will be given the opportunity to give a five-minute oral presentation followed by a five-minute question and answer session with the Grant Review Committee.

Presenters are allowed to bring one letter-sized handout only for each of the reviewers and for staff.

Award Recommendations

The Grant Review Committee will make recommendations to the Community Technology and Telecommunications Commission based on the evaluation criteria.

- The Commission will vote on the recommendations and forward the results to the City Manager's authorized designee for final approval.
- Upon final approval by the City Manager, official notifications of award will be sent to the winning applicants via email.

The Grant Review Committee will complete a review and assessment using numeric scoring criteria for each applicant within four categorical objectives and in order of GTOPs Goal preference (listed on page 1 of this document):

Full and partial awards will be evaluated for each GTOPs goal with final determinations made by the Grant Review Committee and approved by the Commission. Each applicant will receive a copy of their judging form after the awards have been announced.

The highest scores generally receive the highest awards recommendation for each GTOPs goal area, 100% of their request (10-30 devices and/or a minimum of \$10,000 and up to \$25,000).

Lower scoring but still above-average applicants may receive a partial awards recommendation as appropriate (including devices). The minimum amount any organization may be awarded is generally 70% of their requested funding amount. However, the Grant Review Committee reserves discretion to award less than 70% of an organization's request when taking into consideration funding additional organizations, types of organizations funded, demographics served, innovative projects, community digital inclusion goals, and accessibility to everyone throughout Austin.

The Grant Review Committee will recognize the strongest point delineation between those organizations funded and not funded. The point delineation serves to aid in the final award recommendation. The Office of Telecommunications and Regulatory Affairs (TARA) is the designated department to receive and review any dispute/protest for the GTOPS process (digital.inclusion@austintexas.gov).

Application

Agency Intake and Program Application

First time GTOPs applicants must first fill out the Agency Intake form via our [online application system](#). This form will provide the Digital Inclusion program key information about the new organization, such as its mission, key personnel, organizational services/programs, etc.

After the Agency Intake form is submitted, applicants must create and submit a new GTOPs application. Within the application form, there are several required documents that must be created and uploaded. The documents needed to complete and submit the application are as follows:

- Program description (1-2 page document describing the program, addressing the below prompts)
 - What is the problem being solved for?
 - What is the proposed solution/program?
 - How do you intend to fully support the client segment being served?
 - Demonstrate how this is an innovative solution.
 - Demonstrate how this program can use benchmark metrics or otherwise utilized known best practices.
- Program Workplan (fillable form available on the [GTOPs Website](#))
 - This document notes the milestones, timeline, and required staff per milestone, to give a picture of how the program will progress.
- Proposed Program Performance Measures (fillable form available on the [GTOPs Website](#))

- These proposed metrics will demonstrate the program impacts are measurable and reportable.
- Program Budget and Narrative (template accessible the [GTOPs Website](#))
 - This document is a summary of the GTOPs program expenses, including expenses funded through matching sources.
- Summary of Revenue Sources (fillable form available on the [GTOPs Website](#))
 - This document is the summary of revenue sources for the proposed program, inclusive of all match funding sources and related amounts. Verify the revenue total equals the program budget amount.
- Organizational Balance Sheet (example template accessible the [GTOPs Website](#))
 - This document represents the most recent fiscal year-end report
- Organizational Income Statement (example template accessible the [GTOPs Website](#))
 - This document represents the most recent fiscal year-end report

Applicants may provide additional documentation to support the application in the following categories:

- Description of data being collected, data sources, and data generation processes (surveys, tests, etc.)
- Proof of matching funds (all matches must have a proof document, such as a letter of commitment, logs of pledged volunteers, copies of checks, etc.)
- Audited financial statement report from the most recent fiscal year end
- Any other attachments to support the application (DO NOT include printed brochures, fliers, photographs or other promotional materials. Any such material will be discarded.)

Program Funding Match

GTOPs requires match funding equal to or greater than the requested grant amount. Potential sources of match funding include the following: Cash, in-kind donations and volunteer hours. Details of each are listed below:

Cash Match

Monies organizations have “in hand” such as donations received and other unrestricted funds. A fundraising plan is acceptable documentation of match for the application, but cash match may only be applied toward a grant contract when it is expended. No City of Austin funds of any sort may be counted as match.

In-Kind donations

These include any services, materials or facilities given to organizations at no cost such as:

- Professional Services: Donated professional services or skilled labor may be valued at a “reasonable and customary rate” normally billed for the same. A resume, curriculum vitae, invoice or other documentation is required to validate the rate applied.
- Materials: Donated materials or supplies such as computers, furniture, software, or paper.
- Facilities: Any ongoing business expense such as security, maid services, building maintenance, and landscaping will NOT be allowed.

Volunteers

The volunteer labor rate is set annually by Independent Sector and approved by the Government Accounting Standards Board. For GTOPs 2019, volunteer hours are valued at \$24.64 per hour, a decrease from the previous year's valuation of \$25.15 per hour. Premium rates are not acceptable. For hours donated that merit a higher rate, they must be considered "Professional Services" and reported as an In-Kind donation.

Program Budget

Please follow the guidelines below when completing the Program Budget (as available at gtops.org) to submit with the GTOPs Application. Verify the total expense amount in the Program Budget equals the total revenue amount in the Summary of Revenue Sources. Confirm expense and revenue amounts are equal for each of the three categories: City Award, Matching, Total.

Personnel

Salaries and Benefits: Percentage of appropriate employee's salary and benefits. Example: Key full-time staff for the project include our Director of Programs, Program Coordinators who develop, lead, and support individualized case management services and our enriching out-of-school time programs, and our Volunteer and College Persistence Coordinator who recruits, trains, and supervises volunteers and academic coaches.

Operating Expenditures

General Operating Expenses - Example: Facility and related expenses, percentage of appropriate supplies and professional staff training necessary to support activities. Supplies include program materials, curricula, and printing costs for programs and student recruitment.

Direct Assistance and/or Other (To Clients):

Food/Beverage for Clients - Example: Healthy snacks for students during After School Computer Lab Hours as well as breakfast and lunch for students, volunteers, and mentors during Saturday programs.

Financial Assistance for Clients - Example: Capital Metro bus passes to students traveling to activities at the computer lab such as After School Hours. A portion of this budget will also provide student support and scholarships.

Other - Example: Internet service provided to clients to support their training, mobile device data plans to support training.

Capital Outlay

Example: Equipment valued over \$5,000/unit. Three bids must be secured for capital outlay items.

Organizational Financial Reports

- The organization is encouraged to provide year-end audited financial reports from an independent certified public accountant and states a professional opinion about the organization's financial practices; specifically, whether the financial statements "fairly present the financial position of the organization" without any inaccuracies or material misrepresentations. Other annual reports eligible include a review report or compilation report provided by an independent CPA firm.

- If the organization does not have financial statements provided by an independent CPA, please provide the most recent fiscal year-end financial statements (including balance sheet and income statement). Additional information may also be requested.

If Funding is Awarded

Award Notifications

Applicants will be notified of award decisions within 5 working days of final approval by the City Manager's authorized designee. Awardees will be briefed at that time regarding specific conditions, if any, that need to be met before a contract is executed.

Upon official notification of awards, grantees will have sixty (60) days to complete all necessary documentation to complete a contract with the City, including but not limited to an executed contract, signed W9, completed vendor setup form, and proof of insurance that meets City requirements.

Until ALL documentation requirements are met and all parties have signed the contract, the City has no responsibility to reimburse the organization for any expenses incurred. Any organization that has not submitted the required documentation within the stated time limit will be deemed ineligible to receive funding for the year in which they were awarded. The funding will be awarded to the next highest-scoring organization. The replacement organization's sixty (60) day deadline will begin upon official notification of the award.

Program Budget and Narrative

Organizations selected for funding must update their Program Budget and Narrative for to reflect the awarded amount, which might be different from the requested amount. The awarded amount of funding is communicated to organizations after the GTOPs Awards are authorized by the City Manager's Designee.

For program period dates, we generally approve contract terms for a period of 12 months.

Performance Measures

The Program Performance Measures are utilized to review and validate organizations' final closeout report at the end of the grant period and to ensure all contract related activities were completed. Outputs are reported on a City-only basis, whereas outcomes represent the total program regardless of funder. The outputs reflect the City's investment in a program, whereas the outcomes are designed to capture the total impact of a program on the community.

GTOPs 2019 Contracts

GTOPs 2019 contracts cannot be entered into until all GTOPs 2018 final reports are successfully closed out.

Funds and equipment cannot be distributed until all contract documents are signed and executed and insurance certificates are correctly submitted.

The Certificate of Liability Insurance Form

The Certificate of Liability Insurance Form (Adhering to [Insurance Information Form Guide](#)) will be required to sign and execute the agreement for organizations receiving funding.

- The City's Digital Inclusion office coordinates with Risk Management to determine specific insurance requirements for each organization (variable dependent on scope of work).
- The Insurance Information Form Guide (page 1) provides a list of the specific endorsements as well as the most common coverages requested by the City.

Final Closeout Report

The final closeout report will be due 60 days after the contract term ends, rounded to the end of the month. Listed below are the submissions included in the final report:

- Program Financial Summary
- Capital Inventory Certification
- Closeout Tax Status Certification
- Closeout Total Program Performance
- Closeout Program
- Summary Closeout
- Checklist Completed
- Three Pictures of the program (high resolution)

Certification

Name: _____

Organization: _____

GTOPs Program Name: _____

Certify that you have read the orientation document by checking the box:

After you have certified the document, save it and email it to the Digital Inclusion program at digital.inclusion@austintexas.gov.