GTOPS Grant for Technology Opportunities

2014

Information

Application Deadline: **5:00 p.m., Tuesday, December 10, 2013**

I) GTOPs Introduction

2. Welcome Letter
3. GTOPs Vision, Mission and Goals
4-6. The Process

II) GTOPs Application and Timeline

7. GTOPs 2014 Timeline
8. Application Information
9-10. Program Summary
11-13. Insurance Requirement Information

III) FAQs

14-17.

http://www.gtops.org

The City of Austin is committed to compliance with the Americans with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request.

2) GTOPs 2014 Application Info & Timeline

Thank you for your interest in applying for the 2014 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.

GTOPs provides matching grant funds to Austin organizations that promote citizen access to information technology, or that offer literacy programs that create digital opportunities and foster digital inclusion, particularly in underserved segments of our community. GTOPs has one application cycle per year and offers individual grants of $10,000 to $25,000. Grant applications are reviewed and scored by a panel of qualified community representatives appointed by the Austin Community Technology and Telecommunications Commission, which has final approval over recipient selection. In FY 2012-13, GTOPs grants were awarded to nine organizations.

Please review the information packet prior to submitting your application as it contains important guidelines and information you need to know to apply for this grant.

Thank you for interest in the program,

Lemuel Williams, Chair
Austin Community Technology & Telecommunications Commission

John Speirs, Program Coordinator
City of Austin, Office of Telecommunications and Regulatory Affairs

Rondella Hawkins, Officer
City of Austin, Office of Telecommunications and Regulatory Affairs

GTOPS Grant for Technology Opportunities

3) GTOPs 2014 Application Info & Timeline

Vision: A community where all citizens have access tothe facilities and the necessary skills to participate in an emerging digital society.

Mission: To provide matching grant funds to Austin organizations for programs that create digital opportunities and foster digital inclusion.

Goals:

Support programs that provide public access to computers and information technology, especially among underserved segments of our community.

Support programs that provide information technology literacy, education, and training.

Support programs that use information and communication technologies in innovative ways that serve the community.

Provide seed funding for Austin community and non-profit organizations for their technological outreach efforts.

Eligibility: All organizations in the City of Austin or its extra-territorial jurisdiction (ETJ) are eligible to apply for the grant. Non-profit status is required and all programs must be for the benefit of the community. GTOPs is not a fund for private benefit. Funds will not be awarded for entrepreneurial development, inventions, start-up capital for business, or any other private benefit. (note: please see section IV for information on requirements you will be expected to meet should you be awarded a grant.) Programs having been funded at any level for three consecutive years will not be eligible for GTOPs for the two years following their third consecutive year. Programs deemed to be in default of a previous GTOPs contract are ineligible to apply.

Funding:

Grant Amounts - The total amount of available funding for FY 2013-14 is $200,000. These funds will be divided among grant amounts between $10,000 and $25,000 and will be paid to awardees on a reimbursement basis in accordance with the Grantee's contract and City procedures.

Matching Funds - GTOPs requires a 1:1 recipient match for the value of the requested funds by the end of the grant term. This match demonstrates the recipient organization's commitment to the program and outcome. In-kind as well as cash matches are acceptable. In-kind match may include any combination of volunteer labor, professional services, skilled labor, materials, supplies, equipment, or facilities. See "Matching Funds Details" (attached) for more information.

4) GTOPs 2014 Application Info & Timeline

The Process

Application – Applicants must complete the online application form and submit it along with attachments (see application question #8) to the address provided by the deadline listed in this application kit.

Presentation – All applicants (with the exception of those eliminated in a first round contingency, see section III.A.4, below) 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. Presentation times will be scheduled 4-6 weeks after the application deadline (see timeline for proposed date.) Presenters are allowed to bring one letter-sized handout only for each of the reviewers and for staff (please provide 9 copies.) For information on multimedia presentations, please see the "Frequently Asked Questions" section. An "audience summary" will be forwarded to applicants attending the oral presentations as soon as it is available.

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

Contracting - 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. A checklist of insurance requirements is attached and also available on-line at www.gtops.org under the documents section. 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 not submitting the required documentation within the time limit will be deemed ineligible to receive funding for the year in which they were awarded. The next highest-scoring organization will be selected to receive the funding instead. The replacement organization's sixty (60) day deadline will begin upon official notification of the award.

Payment Schedule · Payment of the grant is made on a reimbursement basis. Grantees must supply detailed invoices of expenses before funds are released, in accordance with City procedures.

Selection

Overview - Programs will be selected for GTOPs by a review and confirmation process.

5) GTOPs 2014 Application Info & Timeline

The Austin Community Technology and Telecommunications Commission ("Commission") 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 and the GTOPs Program Coordinator to provide technical assistance and support to the Committee.

The City of Austin Telecommunications and Regulatory Affairs office will examine each application for eligibility and pass qualified applications to the Grant Review Committee.

In the event there are more than 20 applications a "first round" of eliminations will occur. The Grant Review Committee will grade the applications on the selection criteria (see section III.C). The twenty highest applications will be invited to give an oral presentation.

The Grant Review Committee will make recommendations to the Commission based on the selection criteria (see section III.C).

The Commission will vote on the recommendations and forward the results to the City Manager for final approval.

Upon final approval by the City Manager, official notifications of award will be sent to the winning applicants via email and United States Postal Service.

Scoring – The Grant Review Committee will complete a review and assessment using a numeric scoring criteria for each applicant (see section III.C.) Full and partial grants will be awarded by rank, with final determinations made by the Grant Review Committee and approved by the Commission. Each applicant will receive a copy of their judging form and final score via regular mail after the awards have been announced.

Selection Criteria – The following are the actual evaluation questions and point values used by the judges, for your reference. Total scores are valued out of a possible total of 100 points.

I.---- <u>(Community impact 25 - pts total)</u>
1. The program and its objectives are well defined and serve a community need. (10 pts)
3. This project has demonstrated that if implemented it will have an ongoing/lasting positive impact on the community. (5 pts)
4. This project has demonstrated that it has community support and participation. (10 pts)

II.---- <u>(GTOPS mission 20 - pts total)</u>
2. This project is a clear fit with the mission and goals of the GTOPS program. (20 pts)

6) GTOPs 2014 Application Info & Timeline

III.---- (Evaluation of success -15 pts total)
5. This project has a clear plan for success. Its goals and objectives are achievable and its work plan is feasible. (10 pts)
6. This project has demonstrated its ability to evaluate its own success and that its proposed measures for evaluation are viable and appropriate. (5 pts)

IV.---- (Budget and fiscal responsibility – 30 pts total)
7. This project has shown that it is a fiscally responsible organization that will utilize City funds appropriately if awarded this grant. (10 pts)
8. This project has clearly shown that it will be able to meet the requirement of 1:1 matching funds and that their planned use is appropriate to the program. (10 pts)
9. This project has provided all required documentation, which clearly shows its annual revenue and matching dollars (in-kind and/or cash). (10 pts)

V.---- (Overall recommendation – 10 pts total)
10. Applicant has convinced me that they have the capacity to complete this project successfully and I would recommend that this project be awarded its requested dollar amount for GTOPS. (10 pts)

GTOPs Requirements

Turn in a completed W-9 Tax Identification form within 60 days of Award Notification

Execute contract with the City of Austin within 60 days of Award Notification

Provide Certificate(s) of Insurance meeting City of Austin insurance requirements within 14 days of contract execution or 60 days of Award Notification, whichever comes first (see attached Insurance Requirements Checklist for more detailed information, also available for download at www.gtops.org under the documents section)

Turn in monthly progress reports through the duration of contract and a final report using the format provided by the Program Coordinator.

Turn in monthly reimbursement requests and matching funds statements and provide thorough and accurate documentation in support of the same using the format provided by the Program Coordinator.

Provide list of other City of Austin funding sources with within 60 days of Award Notification.

Provide matching funds verification within 60 days of Award of Notification.

Turn in documentation of other City of Austin funding sources, including but not limited to professional services

7) GTOPs 2014 Application Info & Timeline

Timeline

(*dates subject to Grant Review Committee availability)

November 30, 2013	**Grant Review Committee Applications Due**
December 9, 2013	Austin Community Technology and Telecommunications Commission Regular Meeting: **Grant Review Committee selected**
December 10, 2013	**GTOPs Applications Due**
December 17, 2013	**Grant Review Committee Orientation** (Tentative date depending on location) The Committee is required to attend an orientation meeting wherein they will receive guidelines, instructions, evaluation forms and a packet of grant applications.
January 12, 2014	**Written Questions Due (Reviewers)**
January 20, 2014	**Written Responses Due (Applicants)**
February 2, 2014	**First Round of Scores Due**
February 14, 2014	**Oral Presentations** (Tentative date depending on location) Grant applicants will be selected to give a five-minute presentation followed by Q&A.
February, 2014	**Final Deliberation** (Tentative depending on location and need) Once the ranking has been established, the reviewers will deliberate on the final disbursement of grant monies. The highest-ranking proposals are generally given full grants with runners up often receiving partial grants.
March 12, 2014	**Austin Community Technology and Telecommunications Commission Regular Meeting** The final awards recommendations are presented to the Commission for a vote at the regular February meeting. Once accepted, the award recommendations will be forwarded to the City Manager for final approval.

8) GTOPs 2014 Application

>>>For Informational Purposes Only - Do Not Include With Your Application<<<

City of Austin Insurance Requirement Check List

This checklist is not a substitute for the insurance section of the contract.

Certificates of Insurance must include the following:

- Named Insured on Certificate must be exactly the same as the name on the contract.
- City of Austin Listed as additional insured at the following address: City of Austin, Office of Telecommunications & Regulatory Affairs, P.O. Box 1088, Austin, TX, 78767

General Liability

Limits- The minimum bodily injury and property damage per occurrence are $500,000

- Additional Insured
- Waiver of Subrogation
- Thirty Day Notice of Cancellation
- Sexual Abuse & Molestation

Auto Liability

Limits - Minimum limits: $500,000 combined single limit per occurrence for all owned, hired and non-owned autos

a. If any form of transportation for clients is provided, coverage for all owned, non-owned and hired vehicles shall be maintained with a combined single limit of $1,000,000 per occurrence.

- Additional Insured
- Waiver of Subrogation
- Thirty Day Notice of Cancellation

Workers Compensation

Limits - variable, dependent on proposed program

- Waiver of Subrogation
- Thirty Day Notice of Cancellation

Professional Liability

Limits - variable, dependent on proposed program

Crime Insurance

Limit – Value of City funds received by organization

Directors & Officers Liability

Limit - variable, dependent on proposed program

Property Insurance

Limit - Value of computer hardware to be purchased

Endorsements

__ Waiver of Subrogation on Commercial General Liability, Business Automobile Liability, and Worker's Compensation: An endorsement issued by the insurer that waives its right of subrogation, the right to proceed for recovery against a third party, in this case the City of Austin.

continued

-------AND--------

__ Thirty (30) days' written notice of any insurance cancellations except for non-payment of premium.

Insurance Carrier Ratings

Insurance provider(s) must be licensed to do business in the State of Texas and have received a rating of B+VII or higher in the latest edition of the A.M. Best insurance rating guide.

*Definitions

Owned Autos: autos owned by the organization

Non-Owned Autos: autos owned by the organization's employees and/or volunteers and/or members of their households, while used for business matters

Hired Autos: leased, hired, rented or borrowed autos for business use

SAMPLE BUDGET

Program's Line Item Budget	Requested CITY OF AUSTIN Amount		Matching Funds Amount	TOTAL Budget (ALL Funding Sources)
A. PERSONNEL				
1. [A] Salaries plus Benefits	**3,000.00**		**6,812.00**	**9,812.00**
B. OPERATING EXP				
2. [A] General Operating Exp	0.00		6,033.00	6,033.00
3. [A] Consultants / Contractual	2,000.00		1,912.00	3,912.00
4. [A] Staff Travel - Out of T Cnty	0.00		110.00	110.00
5. [A] Conf / Smnr / Tng - Out of T Cnty	0.00		750.00	750.00
[A] B. Subtotal: Operating Exp	**2,000.00**		**8,805.00**	**10,805.00**
C. DIRECT ASSISTANCE				
6. [A] Food / Beverage for Clients	0.00		0.00	0.00
7. [A] Fin. Assist to Clients	0.00		0.00	0.00
8. [A] Other - Specify	**(Please Specify)**		**N/A**	**(Please Specify)**
9. [A] Other - Amount	0.00		0.00	0.00
[A] C. Subtotal: Direct Assistance	**0.00**		**0.00**	**0.00**
D. CAPITAL OUTLAY (over $1000 / unit)				
10. [A] Capital Outlay Desc	**32 iPads**		**N/A**	**(Please Specify)**
11. [A] Capital Outlay Amount	10,560.00		0.00	10,560.00
[A] D. Subtotal: Capital Outlay	**10,560.00**		**0.00**	**10,560.00**
12. [A] Total (A+B+C+D)	**15,560.00**		**15,617.00**	**31,177.00**

GTOPs: Any item you plan to bill to GTOPs

Matching: Any item to you plan to cover with cash match or is being provided to you in-kind

Other: Any item not being charged to GTOPs which is ineligible for match or which exceeds the 1:1 match requirement but that is still required for your program

continued

10) GTOPs 2014 Application

MATERIALS & EQUIPMENT: Computer hardware, wiring, software, postage, photocopies, class materials etc.

PERSONNEL: People you hire, supervise, and pay, OR volunteers such as program coordinator, fiscal agent, technical support person, trainers, list each position.

SERVICES: Professional services hired or contracted out such as network administration, web or graphic design, engineering consultant etc.

Note: Remember to include attachments showing that your matching dollars are secured or that a funding plan is in place. If you plan to hold a fundraiser or other money generating activity, please be sure to include detailed plans for the same and your justification for the amount you expect to raise (such as earnings statements from similar or prior events held.)

11) FAQs

Applications & Eligibility

Who is Eligible for GTOP Grants?
Recognized non-profit organizations such as a Neighborhood-Based organization administering digital divide type programs are eligible. Individuals must partner with an Austin or Neighborhood-based Organization to qualify. Grants are awarded to the organization, not directly to individuals. Programs* having been funded at any level for three consecutive years will not be eligible for GTOPs for the two years following their third consecutive year. Programs deemed to be in default of a previous GTOPs contract are ineligible to apply.

> *New or separate programs submitted by previously funded organizations must be substantively different in goals, aims and projected outcomes than previously funded programs of the same organization. A high degree of scrutiny will be applied by City staff when accepting applications from previously funded organizations. The burden of proof falls on each organization.

What counts towards the 1:1 match required of applicants?
Volunteer labor, In-Kind donated professional services, and donated materials and supplies specifically related to the program are eligible as a match (unless paid for through another City of Austin program.) Any cash provided to the organization, or pledged to the organization for the program is also eligible. The match requirement must be fulfilled by the end of the grant term.

Can I pay the organization's staff salaries through the GTOPs grant?
Staff salaries not directly related to program administration will be counted as "Administrative Expenses." Up to 30% of grants awarded may be used for administrative expenses. See the entry on expenses under "Administrative & Award Questions" below for more detail.

Is the purchase of new equipment for my organization an acceptable use of City funds?
No. The Grant for Technology Opportunities is NOT an opportunity for your organization to get better technology. Grant applications whose primary focus is on upgrading internal systems may receive a lower score. That said, up to 30% of grants awarded may be used for administrative expenses including office and computer equipment. See the entry on expenses under "Administrative & Award Questions" below for more detail.

What is a Fiscal Agent?
You will need a person to handle and account for your award funds and any cash you've raised that is part of your match. Your organization will most likely be able to act as its own fiscal agent and you won't need to hire one. If need be you may select another group or individual to act as your fiscal agent. This person will act as the authorized representative of your organization. An individual can serve as your fiscal agent provided the person obtains a tax identification number (easy to do) and files an additional form with the IRS at the end of the year. It is more usual to arrange with a non-profit organization or business to act as your fiscal agent if you are an individual . Your program fiscal agent can either charge you for the service or donate time as in-kind match. The cost of fiscal agent services can be included in your program budget.

What types of support letters should be included in application?
The best are letters of financial support (matching funds), letters pledging volunteer staffing and services or donating equipment or supplies. General letters of support should explain precisely why the organization is qualified to develop the program.

12) FAQs

Will I be at a disadvantage if I collaborate with only one Austin organization?
Community participation is only one of many criteria in awarding grants, but the City is very interested in programs that are able to develop relationships among groups with related interests.

How many pages should the application be?
While you may submit up to 25 single-sided pages, the Grant Review Committee will appreciate clear and concise answers to all of the questions. Also, it is better to submit your strongest letters of support than to inundate the reviewers with as many as you can get. Please do NOT include printed brochures, videotapes, fliers, photographs or other promotional materials, or blank /cover pages with your application, as they will be discarded.

Should I be selected to give an oral presentation what may I bring? Are multimedia presentations allowed?
Presenters are allowed to bring one letter-sized handout only for each of the reviewers and for staff (please provide 9 copies.) You may arrange to make a multimedia presentation only under certain conditions and with restrictions. The allowance of multimedia presentations is intended only to allow arts and media groups to visually illustrate their programs when verbal or written communications are not adequate. This is not intended for presenters to utilize PowerPoint or other presentation programs to outline their presentation, show photographs or videos of participants or otherwise reinforce what is already being demonstrated via the written proposal and/or oral presentation. If an applicant intends to utilize multimedia all materials must be delivered to the TARA office no later than 10 days prior to the presentations in a format usable by City equipment. Media will be pre-loaded on City equipment for use at the presentation. For more information on multimedia formats available please contact John Speirs at 512.974.3510.

Why are different selection criteria weighted higher than others?
The selection 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.

Protest Process
The City of Austin wants to ensure that the 2014 GTOPS grant review process is fair and provides an opportunity for individuals to protest the results of the Grant Review Process, as with any other solicitation process that occurs within the City of Austin, a municipal corporation. the notice of intent to protest must be received within four calendar days of the Grant Review Committee's decision, and a formal protest within fourteen calendar days of time when proper notice should have been given about the facts relating to the protest. Protests received after the deadline are not reviewed. The Office of Telecommunications and Regulatory Affairs (TARA) will receive and review the protest for the GTOPS process.

A protest that has been verified by TARA staff will be provided to the Commission.

Administrative & Award Questions

What kinds of expenses are allowed?
Any program related expenses as outlined in your budget may be allowed including computer equipment, teaching supplies, Internet connection fees etc. Rent/Mortgage, utilities and administrative salaries may reimbursed up to 30% of your total grant in most cases (unless any portion is already paid for through any City of Austin program in which case 0% is reimbursable.) Reimbursement guidelines are available on-line at www.gtops.org under the documents section.

What kinds of expenses are not allowed?
Ongoing business expense such as security, maid services, building maintenance, and landscaping are not allowed. Reimbursement guidelines are available on-line at www.gtops.org under the documents section.

continued

13) FAQ's

Matching Funds Details

Match Requirements

Your match components must be appropriate to the goals of your program.

Your match must be expended during the life of the program — matching funds spent before or after the contract period cannot be counted. The one exception is for design work where you may include, as a match, a conceptual plan or technical specifications completed before your application submittal, (provided it was not City funded) if it was necessary to complete these in order to submit a cohesive proposal for a matching fund program.

You cannot count assistance from City staff or funds from other City sources as match.

Although you cannot count most of your time spent preparing your application as match, you are allowed to include in your match package 10 hours (valued at $100) representing the effort you have put into the preparation of your application. In the Personnel section of the budget, enter "Application Prep" under "Item" and "$100" under "In-Kind."

Professional services or skilled labor can be donated as match or hired for a fee, but professionals who donate their services cannot also receive compensation from the award money. This ensures that persons hired to provide services are selected on the basis of their qualifications, not on their ability to donate services.

Your total match package can include components from any combination of the following:

Volunteers: The value for volunteer labor is **$19 per hour**. Premium rates are not acceptable. See "Professional Services" for hours donated that merit a higher rate.

In-Kind donations: These include any services, materials or facilities given to your organization 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. Thirty percent of donated rent/mortgage and/or utilities costs may be counted in most cases (unless paid for through another City of Austin program.)

Cash Match: Monies your organization has "in hand" such as dues paid to your organization and approved for use on your program and monies collected for your program by going door-to-door in your neighborhood are acceptable. A fundraising plan is acceptable documentation of match for the application but cash match may only be counted toward a grant contract when it is expended. Funds from other City departments are not eligible match.

Competitive applications will be able to demonstrate that your community match is secure. Listed below are various types of documentation you may attach to your application for this purpose.

Volunteer Pledge Documentation

Sign-up forms showing names, addresses (including zip codes), phone numbers, number of hours each person is willing to donate, and type of labor.

Phone log showing the same information as a sign-up form plus a column showing the date you secured each person's volunteer time over the phone. Although this requires you to do a question-and-answer session with each volunteer and fill out the form for each, this may be the fastest way for you to get commitments.

Pledge letters or emails from individuals promising to donate a specific number of hours and explaining what type of work each will do for your program.

Pledge letters from community council chairs, agency volunteer coordinators, etc., stating they will personally be responsible for rounding up a specific number of their members for a specific number of hours to do specific tasks. For example, "Our organization will provide five part time instructors for computer lab training."

14) FAQs

Professional Services Pledge Documentation

A signed letter on company stationery indicating what services will be provided, when , and what the customary rate is for the services

Materials Pledged Documentation

Pledge letters on company letterhead or via e-mail pledging a specific material donation and its retail value. For example, "$500 in lumber from Home Depot to build workstations for an East Austin Community Lab" or "$250 donated photocopying for one-time printing of a newsletter to promote the Dove Springs Technology Fair."

Invoice or bid form showing type of donation and value. For example, "Design of 8.5"x11" advertising flyer ($250), printing 5,000 copies ($250), postage and distribution ($700) donated by Jan's Mailing House for Seniors-on-the-Web Program, to be delivered week of 6/05/09."

Cash Match Documentation

Fundraising plan: If your cash match is not secured by the application deadline, provide a detailed fundraising plan including a timeline and stating methods for raising cash and how much money you expect to raise with each method or event. If you need to raise a lot of money be sure to describe the fundraising experience of the individuals or organization involved. Your fundraising plan will be reviewed for credibility. If you are applying for grants to other programs as a portion of your fundraising plan, be sure to provide us with a list of programs you will be approaching, amount you are requesting from each, and their funding decision dates.

Photocopies of bank statements: If you have already collected your cash match, a copy of a recent bank statement for the account in which you are holding the funds is a good way to show that you are ready to proceed.

Photocopies of checks: This is a good way to show both that you have the money in hand and how many people from your community assisted in your efforts.

Photocopies of commitment letters: If your program has been granted or promised funding but you haven't received the money by the time of your application deadline, or the funding is dependent upon your program receiving a GTOPs award, you can provide letters of commitment from the donors or programs on their letterhead.

2013 GTOPs Award Winners

Austin Free-Net

Austin Habitat for Humanity

Austin Speech Labs

Boys & Girls Clubs of Austin

Easter Seals—Central Texas

Film Society of Austin

Literacy Coalition of Central Texas

River City Youth Foundation

Skillpoint Alliance