



LSTA Request for Proposal Public Library Television White Space (TVWS)

I. Grant Program

The State Library of Ohio is pleased to announce the availability of LSTA funds for public libraries for the purchase of Television White Space (TVWS) equipment and related costs.

Under this special grant program, public libraries will have the opportunity to expand connectivity in their community through the use of technology. The Public Library TVWS grant program will provide public libraries the opportunity to provide internet access to location(s) that would otherwise not have this service.

Funds may be used for:

- Onetime costs for TVWS equipment from a FCC-Certified Equipment Vendor.
- Costs associated with the installation and setup of TVWS equipment.
- Onetime costs for a TVWS-compatible antenna.
- Costs associated with testing the range of the equipment, such as mileage reimbursement. Mileage reimbursement may be no higher than \$0.52 per mile per the Ohio Budget and Management guidelines.
- Costs associated with the installation and proper functioning of a TVWS-compatible antenna such as waterproofing, brackets and mounts.
- Costs associated for necessary supplies to make existing resources compatible for use with the new equipment.
- Onetime costs for a Wifi access point(s) to be used in conjunction with a TVWS receiving unit.
- Onetime costs associated with staff training on equipment and related software.

II. Eligibility Requirements

Only public libraries receiving Public Library Funds (PLF) are eligible for this program.

III. Programmatic Guidelines

A financial match of 25% of the total project cost is required from the institution. In-kind contributions do not qualify as match. *For example*, if the total project cost is \$14,000, the federal request would be \$10,500 and the local match would be \$3,500.

Individual proposals may not exceed a request of \$10,500 in federal funds.

Be aware that on receipt of the grant contract, all grantees must sign the Children's Internet Protection Act (CIPA) compliance form.

All local matching funds must be available and committed at the time of signing the contract with the State Library of Ohio.

IV. Format

- The request for funding should clearly and concisely address all questions in Section V.
- Be in a font size no smaller than 12.

- Be signed by the appropriate administering official.
- Include a Title Page with all required information in the format indicated on the Title Page Guidelines, <https://library.ohio.gov/documents/sample-title-page/>. This includes:
 - Name and contact information for project coordinator.
 - Name and contact information for fiscal coordinator.
 - Name and signature of administering official and treasurer, and
 - Legislative information for U.S. House, Ohio House, and Ohio Senate.
- Include a budget using the budget form, located at: <https://library.ohio.gov/documents/budget-form/>

V. Elements to be included in the Application (should be no longer than 2 pages not including the budget and appendices):

1. **Assessment:** Indicate where your library would install the TVWS broadcast and receiving unit(s). Describe how this access would be of benefit and value to the library and the community it serves.
2. **Activities:** Indicate the activities which will be undertaken as a part of the installation and set-up of the equipment as well as who will be responsible for the oversight of contracted service(s). Include a timeline of key dates and deliverables. Also indicate what training for staff will be implemented, if any.
3. **Budget:** Provide a budget breakdown of federal and local funds. Funds can be used in one or more of the following areas:

Services

- Costs associated with the installation and proper functioning of a TVWS-compatible antenna such as waterproofing.
- Costs associated with the installation and setup of TVWS equipment.
- Onetime costs associated with staff training on equipment and any related software.

Equipment

- Onetime costs for TVWS equipment from a FCC-Certified Equipment Vendor.
- Onetime costs for a TVWS-compatible antenna.
- Onetime costs for a Wifi access point(s) to be used in conjunction with a TVWS receiving unit.

Supplies

- Costs associated for necessary supplies to make existing resources compatible for use with the new equipment.

Travel

- Costs associated with testing the range of the equipment, such as mileage reimbursement. Mileage reimbursement may be no higher than \$0.52 per mile per the Ohio Budget and Management guidelines.

Indicate the amount of federal funds and local funds to be used for each line item. There may be additional non-allowable costs associated with your TVWS project that should not be entered into this budget form. While the equipment costs can be part of the budget, any construction costs such as mending or shoring up the roof are not allowable in this budget. This is true of both items purchased with federal funds as well as the local match for the project. A full FAQ on LSTA budgets is available at <https://library.ohio.gov/documents/budget-faq/>

As a reminder, equipment costing more than \$5,000 per item purchased in whole or in part with federal funds must be carried on a federal equipment inventory. Details can be found at <https://library.ohio.gov/services-for-libraries/lsta-grants/#EquipmentPoliciesRequirements>

Remember, you must have a local cash match of 25% of the total project cost.

4. Appendices

Each application must include the following:

- Bid specs for TVWS equipment from a FCC-certified equipment vendor.
- Quote for affixing antenna to library roof (or other base station location).
- If the budget includes contractual activities for services, a sample draft contract should be included.
- A letter from OPLIN stating that the library's implementation plan complies with OPLIN policies. OPLIN policies, including security policies can be found at <http://oplin.ohio.gov/oplin-service-policies>.
- Form or letter from the county engineer or other licensed contractor indicating library roof can support a TVWS-compatible antenna. If the antenna is to be installed in a location other than the library roof, indicate specifically where antenna will be installed and documentation that that location can support a TVWS-compatible antenna.
- Letter from the county engineer's office indicating that all necessary permits have been purchased. If no permits are required, include a letter indicating as such.
- One or more staff members to have watched the live or recorded webinar from the State Library on TVWS. A recording is available from this link: <https://ohlibrary.adobeconnect.com/p3nk3p7uw61/>

VI. Evaluation

Following the termination of the project you will need to report back to the State Library the following data: the number of locations at which the receiving station(s) was placed, the

number of unique MAC addresses accessing the internet from the receiving station in a one-week sample period, any problems encountered, number of staff trained and patron feedback

VII. Review Process

Proposals should be submitted electronically to Missy Lodge, lsta@library.ohio.gov. Once a proposal has been submitted you will receive an email acknowledgement. If you do not receive an acknowledgement within 48 hours of submission, please contact the State Library. Grant proposals received by April 15, 2016 will be taken to the State Library of Ohio Board on May 20, 2016. Approved projects run from June 1, 2016-June 30, 2017. Proposals received by June 15, 2016 will be taken to the State Library of Ohio Board July 21, 2016. Approved projects will run from August 1, 2016-August 31, 2017.

VIII. General Information

Questions on the LSTA grant process should be addressed to Cindy Boyden cboyden@library.ohio.gov or 800-686-1532 or 614-644-6863.

Questions on TVWS should be addressed to Mandy Knapp, aknapp@library.ohio.gov or 800-686-1532 or 614-466-1710

FCC-Certified Equipment Vendors:

Carlson Wireless
<http://www.carlsonwireless.com/white-space-hotspot/>

Adaptrum
<http://www.adaptrum.com/>

6Harmonics
<http://www.6harmonics.com/>