A Guide to Broadband Funding

How to Navigate the Funding Process

U.S. Senator Kirsten Gillibrand
New York

2020

Note: This document will be continuously updated as information becomes available

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<u>Introduction</u>

Dear Fellow New Yorker:

This guidebook is designed to provide you with some important information on funding opportunities to support broadband deployment and adoption in the communities throughout our state. It is critical that our businesses, schools, communities, and households have access to affordable high-speed Internet in order to remain competitive in the global economy. In an effort to ensure high-speed broadband is readily available, regardless of location, federal and state governments have programs that fund broadband deployment and adoption.

With so many of our communities struggling to piece together the resources they need to upgrade their infrastructure, I am committed to assisting New Yorkers with securing funding that ensures our cities, towns, and villages have adequate access to reliable high-speed internet access. But, finding the resources that meet your needs in the complex web of federal agencies can be a daunting task. I have created this guidebook to provide information about the resources available to install and maintain broadband connections in all areas of New York State. Its contents are not comprehensive, but as new programs and opportunities emerge, the guidebook will be updated to provide New Yorkers with the most up-to-date and accurate information possible.

My Senate website (www.gillibrand.senate.gov) is continually updated with critical information about various funding opportunities that are available to you, how to access them, and where to apply. You can also request hard copies of this guidebook, and other thematic funding guidebooks, by filling out the guidebook order form at the end of this guidebook and mailing it back to my New York City office or by emailing an electronic copy to grants@gillibrand.senate.gov. Furthermore, if you need assistance from a federal agency or with an immigration case, please refer to the casework form at the end of the guidebook or visit http://gillibrand.senate.gov/services/casework/form/ .

As you move forward with any grant opportunities please contact Caitlin Rooney, my Director of Economic Development, for letters of support, when applicable. You can reach her in my Washington, D.C. Office at grants@gillibrand.senate.gov, or (202) 224-4451.

Sincerely,

Kirsten Gillibrand
United States Senator

Section I
United States Department of Agriculture (USDA) Rural Development

USDA Rural Development is committed to helping improve the economy and quality of life in America. Through their programs, Rural Development touches upon each aspect of rural America in a precise and organized manner.

The financial programs support such essential public facilities and services as water and sewer systems, housing, health clinics, emergency service facilities, and electric and telephone. Rural Development has continuously promoted economic development by supporting loans to businesses through banks, credit unions, and community-managed lending pools. They offer technical assistance and information to help agricultural producers and cooperatives get started and improve the effectiveness of their operations. Additionally, they have provided technical assistance to help communities undertake empowerment programs.

USDA Rural Development has a multi-billion dollar portfolio of loans and will administer billions in loans, loan guarantees, and grants through their programs in the current fiscal year. To achieve their mission, Rural Development assists rural individuals, communities, and businesses obtain the financial and technical assistance needed to address their diverse and unique needs through their specific programs.

1) Rural Broadband Access Loan and Loan Guarantee

The Rural Broadband Access Loan and Loan Guarantee Program (Broadband Program) furnishes loans and loan guarantees to provide funds for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide service at the broadband lending speed in eligible rural areas.

Who may apply to this program?
- Corporation;
- Limited liability company (LLC);
- Cooperative or mutual organization;
- A state or local unit of government
- Indian tribe or tribal organization
- Individuals and Partnerships are not eligible.

What is an eligible area?
- Proposed funded service areas must be completely contained within a rural area or composed of multiple rural areas, as defined in 7 CFR 1738
- At least 15 percent of the households in the proposed funded service area are unserved,
- No part of the proposed funded service area has three or more "incumbent service providers."
- No part of the proposed funded service area overlaps with the service area of current RUS borrowers or the service areas of grantees that were funded by RUS.

➤ Communities where USDA Rural Utilities Service has previously provided funding for construction of broadband infrastructure may not be eligible.

How may the funds be used?
➤ Broadband loans provide funding on a technology-neutral basis for financing:
   o The construction, improvement, and acquisition of facilities required to provide service at the broadband lending speed including facilities required for providing other services through the same facilities
   o The cost of leasing facilities required to provide service at the broadband Lending speed if such lease qualifies as a capital lease under Generally Accepted Accounting Principles (GAAP)
   o An acquisition, under certain circumstances and with restrictions

What Kind of Funding is Available?
➤ Direct loans
➤ In general loan terms are limited to the expected composite economic life of the assets to be financed plus 3 years

2) Rural Business Service - Rural Economic Development Loan and Grant Program (REDLG)

➤ The Rural Economic Development Loan and Grant program provides funding for rural projects through local utility organizations. USDA provides zero-interest loans to local utilities which they, in turn, pass through to local businesses (ultimate recipients) for projects that will create and retain employment in rural areas. The ultimate recipients repay the lending utility directly. The utility is responsible for repayment to USDA. USDA provides grants to local utility organizations which use the funding to establish revolving loan funds (RLF). Loans are made from the revolving loan funds to projects that will create or retain rural jobs. When the revolving loan fund is terminated, the grant is repaid to USDA.

➤ **Who may apply to this program?**
   • To receive funding (which will be forwarded to selected eligible projects) an entity must be:
      o A former Rural Utilities Service borrower who borrowed, repaid or pre-paid an insured, direct, or guaranteed loan
      o Nonprofit utilities that are eligible to receive assistance from the Rural Development Electric or Telecommunication Programs; or
      o Current Rural Development Electric or Telecommunication Programs borrowers

➤ **What is an eligible area?**
   • Intermediaries may use funds to lend for projects in rural areas or towns with a population of 50,000 or less.

➤ **How much funding is available to utilities?**
   • Up to $300,000 in grants may be requested to establish the RLF

- Up to 10 percent of grant funds may be applied toward operating expenses over the life of the RLF
- Up to $2 million in loans may be requested
- The local utility applies to USDA for funding support on behalf of specified local projects. Projects may begin after an application is submitted, but there is no guarantee of approval. USDA funds are issued to the local utility at project completion.

➢ **What are the terms for the local utility?**
  o 10 years at 0 percent
  o Grants require a 20 percent match from the intermediary
  o Grants must be repaid to USDA upon termination of the RLF

➢ **How may funds be used?**
  o The local utility passes the funding to ultimate recipients for such eligible projects as
    ▪ Business incubators
    ▪ Community development assistance to nonprofits and public bodies (particularly for job creation or enhancement)
    ▪ Facilities and equipment to educate and train rural residents to facilitate economic development
    ▪ Facilities and equipment for medical care for rural residents
    ▪ Start-up venture costs, including, but not limited to, financing fixed assets such as real estate, buildings, equipment or working capital
    ▪ Business expansion
    ▪ Technical assistance

➢ **How much funding is available to business and community borrowers (ultimate recipients) through the RLF?**
  o An ultimate recipient may request up to 80 percent of project costs using these funds, with the remainder provided by the ultimate recipient or the local utility.

➢ **What are the terms on the loan to the ultimate recipient?**
    ▪ Interest rate is 0 percent
    ▪ Up to 80 percent of project costs; 20 percent must be provided by the ultimate recipient or the local utility
    ▪ The local utility may incorporate interest rates or administrative loan fees after the funds have been loaned out and revolved once. First-time loans are at 0 percent interest.
    ▪ Repayment may be deferred up to two years for projects including a start-up venture or Community Facilities project.

➢ **How do we get started?**
  o Applications for this program are accepted through your local office year round. Program Resources are available online (includes forms needed, guidance, certifications etc.)

Contact:

➢ The Galleries of Syracuse
441 South Salina Street, Suite 357
Syracuse, NY 13202-3541
Telephone: (347) 370-4550
Website (Federal): https://www.rd.usda.gov/programs-services/rural-economic-development-loan-grant-program
Website (State): https://www.rd.usda.gov/ny

3)Rural Utilities Service – Community Connect Grant Program

➢ The Community Connect program helps fund broadband deployment in rural communities where it is not yet economically viable for private-sector providers to deliver service. The grants offer financial assistance to eligible service providers that will construct, improve, or expand broadband networks in rural areas.

➢ **Who may apply for this program?**
   - Most State and local governments
   - Federally-recognized tribes
   - Nonprofits
   - For-profit corporations

➢ **What is an eligible area?**
   o Rural areas that lack any existing broadband speed of at least 10 Mbps downstream and 1 Mbps upstream is eligible.
   o Use the USDA **Mapping Tool** to draw your proposed funded service area. The Mapping Tool also provides information on what counts as rural areas and the existing Rural Utilities Service borrowers and grantees.

➢ **How may funds be used?**
   o The construction, acquisition, or leasing of facilities, spectrum, land or buildings used to deploy broadband service for:
      ▪ All residential and business customers located within the Proposed Funded Service Area (PFSA)
      ▪ All participating critical community facilities (such as public schools, fire stations, and public libraries)
   o The cost of providing broadband service free of charge to the critical community facilities for 2 years
   o Less than 10 percent of the grant amount or up to $150,000 may be used for the improvement, expansion, construction or acquisition of a community center that provides online access to the public

➢ **Are there other grant requirements?**
   o Buildings constructed with grant funds must be located on property owned by the awardee
   o Leasing expenses will only be covered through the advance of funds period included in the award documents

- o Grantees must have legal authority to provide, construct, operate and maintain the proposed facilities or services
- o Partnerships with other federal, state, local, private and nonprofit entities are encouraged
- o Matching funds of at least 15 percent from non-federal sources are required and can be used for operating costs

➢ **How do we get started?**
- o Applications for this program are serviced by RUS national office staff

Contact:
➢ 809 Wheeler Suite 110 #421
Ames, Iowa 50010
Telephone: (641) 231-8007
Email: community.connect@wdc.usda.gov
Website: https://www.rd.usda.gov/programs-services/community-connect-grants

4) Rural Utilities Service – Rural Broadband Access Loan and Loan Guarantee Program (Broadband Program)

➢ The Rural Broadband Access Loan and Loan Guarantee Program (Broadband Program) furnishes loans and loan guarantees to provide funds for the costs of construction, improvement, or acquisition of facilities and equipment needed to provide service at the broadband lending speed in eligible rural areas.

➢ **Who may apply?**
- To be eligible for a broadband loan, an applicant may be either a nonprofit or for-profit organization, and must take one of the following forms:
  - o Corporation
  - o Limited liability company (LLC)
  - o Cooperative or mutual organization
  - o A state or local unit of government
  - o Indian tribe or tribal organization
- Individuals and Partnerships are not eligible
- Corporations that have been convicted of a felony (or had an officer or agent acting on behalf of the corporation convicted of a felony) within the past 24 months are not eligible. Any Corporation that has any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, is not eligible for financial assistance.

➢ **What is an eligible area?**
- Proposed funded service areas must be completely contained within a rural area or composed of multiple rural areas, as defined in 7 CFR 1738
- At least 15 percent of the households in the proposed funded service area are unserved

- No part of the proposed funded service area has three or more "incumbent service providers."
- No part of the proposed funded service area overlaps with the service area of current RUS borrowers or the service areas of grantees that were funded by RUS
- Communities where USDA Rural Utilities Service has previously provided funding for construction of broadband infrastructure may not be eligible
- In order to be counted as a provider for eligibility purposes, a provider must file a response to a Public Notice Filing for an area they operate in. Please see the **Broadband Mapping Tool** for more information and to sign up for a subscription to be notified when Public Notice Filings are published.

➢ **How may the funds be used?**
- Broadband loans provide funding on a technology-neutral basis for financing:
  o The construction, improvement, and acquisition of facilities required to provide service at the broadband lending speed including facilities required for providing other services through the same facilities
  o The cost of leasing facilities required to provide service at the broadband Lending speed if such lease qualifies as a capital lease under Generally Accepted Accounting Principles (GAAP)
  o An acquisition, under certain circumstances and with restrictions
  o For additional detail see 7 CFR 1738

➢ **What kind of funding is available?**
- Direct Loans

➢ **What are the loan terms?**
- In general Loan Terms are limited to the expected composite economic life of the assets to be financed plus 3 years.

➢ **Who currently participates in this program?**
- See the searchable database for current participants

➢ **How to get started?**
- To apply for Farm Bill Broadband Loans & Loan Guarantees funding, visit **RD Apply**

Contact:
➢ 809 Wheeler Suite 110 #421
  Ames, Iowa 50010
  Telephone: (202) 720-0800
  Website: https://www.rd.usda.gov/programs-services/rural-broadband-access-loan-and-loan-guarantee

5) Rural Utilities Service – Rural connectivity Pilot Program (ReConnect)

➢ This program offers three types of funding options for broadband infrastructure to connect rural families, businesses, farms, ranches, schools, libraries, and public safety facilities to modern, high-speed internet. A rural area is eligible if it currently does not have sufficient access to broadband. The ReConnect grants, grant and loan combinations, and low-interest loans can be used to construct, improve, and acquire facilities that provide internet services to customers' premises, with reliable technologies that are suitable for the type of rural community and the type of high-speed internet use.

    ➢ To be eligible for a 100 percent loan or 50 percent loan / 50 percent grant, the proposed funded service area in an application must be in a rural area where 90 percent of the households do not have sufficient broadband access. To be eligible for a 100 percent grant, the proposed funded service area in an application must be in a rural area where 100 percent of the households do not have sufficient broadband access. No matter which funding type the applicant requests, the proposed network must be capable of providing service to every premise in the proposed funded service area at a speed of at minimum, 25 Mbps downstream and 3 Mbps upstream.

➢ **Who may apply?**
- Nonprofit entities
- For-profit corporations
- Limited liability companies
- Cooperative or mutual organizations
- States, local governments, or any agency, subdivision, instrumentality, or political subdivision thereof
- A territory or possession of the United States
- An Indian tribe

➢ **What are eligible funding purposes?**
- To fund the construction or improvement of buildings, land, and other facilities that are required to provide broadband service.
  - If other services will be provided over these facilities, then award funds may also be used to acquire the additional equipment.
- To fund reasonable pre-application expenses.
  - Funding for pre-application expenses may not exceed five percent of the award amount. If the funding category applied for has a grant component, then grant funds will be used for this purpose; otherwise, loan funds may be applied. All pre-application expenses must be included in the first request for award funds. These expenses may be reimbursed only if they are incurred after the publication date of this Funding Opportunity Announcement (FOA) and are properly documented.
- To fund the acquisition and improvement of an existing system that is currently providing insufficient broadband service (eligible for 100 percent loan requests only).

- o Funding for the acquisition of an existing system may not exceed 40 percent of the award amount. After improvements are made, the upgraded system must meet the requirements of this FOA.
- To fund terrestrial based facilities that support the provision of satellite broadband service.

➢ **Are there funding limits?**
- 100 Percent Grant
  - o Up to $200,000,000 is available for grants. The maximum amount that can be requested in an application is $25,000,000.
- 50 Percent Loan / 50 Percent Grant
  - o Up to $200,000,000 is available for loan/grant combinations. The maximum amount that can be requested in an application is $25,000,000 for the loan and $25,000,000 for the grant. Loan and grant amounts will always be equal.
- 100 Percent Loan
  - o Up to $200,000,000 is available for loans. The maximum amount that can be requested in an application is $50,000,000.

➢ **Are there financial feasibility and sustainability requirements?**
- Only projects that USDA determines to be financially feasible and sustainable will be eligible for an award under this Funding Opportunity Announcement. An eligible project must demonstrate a positive ending cash balance as reflected on the cash flow statement for each year of the forecast period and demonstrate positive cash flow from operations in year five of the forecast period. Eligible projects must also meet at least two of the following requirements in year five of the forecast period: a minimum Times Interest Earned Ratio (TIER) requirement of 1.20, a minimum Debt Service Coverage Ratio (DSCR) requirement of 1.20 and a minimum Current Ratio of 1.20.
- If an applicant has no existing debt, is not applying for any loans from this program or proposing to borrow funds from any other fund sources during the forecast period and is applying only for grant funds, only the Current Ratio will be applied and not the TIER or DSCR. For this situation, applicants must meet the minimum Current Ratio requirement of 1.20.

Contact:
➢ 809 Wheeler Suite 110 #421
  Ames, Iowa 50010
  Telephone: (202) 720-0800
  Website: https://www.usda.gov/reconnect

6) **Rural Utilities Service – Telecommunications Infrastructure Loans & Loan Guarantees**

➢ This program provides financing for the construction, maintenance, improvement and expansion of telephone service and broadband in rural areas.

➢ **Who may apply?**

- Most entities that provide telecommunications in qualified rural areas, including:
    - State and local governmental entities
    - Federally-recognized tribes
    - Nonprofits, including cooperatives, and limited dividend or mutual associations
    - For-profit businesses (must be a corporation or limited liability company)

➢ **What is an eligible area?**
- Rural areas and towns with a population of 5,000 or less
- Areas without telecommunications facilities or areas where the applicant is the recognized telecommunications provider are eligible
- Check with your local RD office to determine whether the proposed service area qualifies

➢ **What may the funds be used for?**
- Funds may be used to finance broadband capable telecommunications service
    - Improvements
    - Expansions
    - Construction
    - Acquisitions (in certain cases)
    - Refinancing (in certain cases)

➢ **What kind of funding is available?**
- Cost-of-Money Loans are direct loans from USDA Rural Utilities Service
- Loan Guarantees of up to 80 percent allow private lenders, including the Federal Financing Bank (FFB), to extend credit to qualified borrowers in rural areas
- Hardship Loans may be used, at the sole discretion of USDA Rural Utilities Service, to assist applicants in meeting financial feasibility requirements for applications so serve underserved areas

➢ **What are the loan terms?**
- Cost-of-money loans: fixed rate at current U.S. Treasury rates depending on loan maturity at time of each advance
- Loan Guarantees: fixed rate primarily from the Federal Financing Bank (FFB). Interest rates (Treasury rate plus 1/8 percent) vary depending on call options and the interim maturity rate selected at each advance, which may be as short as 90 days, with auto-rollover. Current rates available online, scroll down to "Treasury Constant Maturities" add 0.125 percent for FFB rate
- Hardship loans: fixed interest rate of 5 percent for up to 20 years and requires special qualifications

➢ **Are there additional requirements?**

- Borrowers must have legal authority to provide, construct, operate and maintain the proposed facilities or services
- All facilities financed with the aid of federal dollars must be used for a public purpose
- May not duplicate similar services available in the same area
- Partnerships with other federal, state, local, private and non-profit entities are encouraged

➤ **Who currently participates in this program?**
- See our Borrower Directory for a list of current participants.

➤ **How do we get started?**
- Applications for this program are accepted through your local RD office year-round

Contact:
➤ 809 Wheeler Suite 110 #421
Ames, Iowa 50010
Telephone: (202) 720-0800
Website: https://www.rd.usda.gov/programs-services/telecommunications-infrastructure-loans-loan-guarantees

7) Rural Utilities Service – Distance Learning Telemedicine (DLT) Grant Program (Traditional and Opioid)

➤ **Traditional DLT**
- The Distance Learning and Telemedicine program helps rural communities use the unique capabilities of telecommunications to connect to each other and to the world, overcoming the effects of remoteness and low population density. For example, this program can link teachers and medical service providers in one area to students and patients in another.

➤ **Opioid DLT**
- In March 2018, Congress explicitly appropriated an additional $20 million for the DLT Program in the Consolidated Appropriations Act, 2018, Pub. L. 115-141, § 775 (2018) "to help address the opioid epidemic in rural America." Approximately half of this funding was awarded in FY 2018 to DLT projects that had opioid treatment as their primary purpose. For the remaining funds, the Agency is soliciting applications that specifically support treatment for, and prevention of, opioid use disorder in rural areas.
- Applications submitted under this announcement should address how they will strengthen local capacity to address one or more of the following focus areas:
  - Prevention—for example, educating community members and care providers or implementing harm reduction strategies to reduce the number of fatal opioid-related overdoses and the occurrence of opioid use disorder among new and at-risk users.

- o Treatment—for example, implementing or expanding access to evidence-based practices for opioid use disorder treatment, such as medication-assisted treatment.
- o Recovery—for example, expanding peer recovery and treatment options that help people with opioid use disorder start recovery and avoid relapse.

➢ **Who may apply?**
- For both programs, eligible applicants include most entities that provide education or health care through telecommunications, including:
  - o Most state and local governmental entities
  - o Federally-recognized Tribes
  - o Nonprofits
  - o For-profit businesses
  - o Consortia of eligible entities
- **DLT 100 percent grant applications** are accepted through a competitive process. The application window is announced annually (typically after the first of the year) through a Notice of Funds Availability (NOFA) or a Notice of Solicitation of Applications (NOSA) in the *Federal Register*. Applicants are required to provide a minimum 15 percent match. Awards can range from $50,000 to $500,000.

➢ **How may the funds be used?**
- Grant funds may be used for:
  - o Acquisition of eligible capital assets, such as:
    - ▪ Broadband transmission facilities
    - ▪ Audio, video and interactive video equipment
    - ▪ Terminal and data terminal equipment
    - ▪ Computer hardware, network components and software
    - ▪ Inside wiring and similar infrastructure that further DLT services
  - o Acquisition of instructional programming that is a capital asset
  - o Acquisition of technical assistance and instruction for using eligible equipment

➢ **What kinds of funding are available?**
- Grant-only funds, awarded through a nationally competitive process – 15 percent match required

➢ **What are the grant terms?**
- A minimum 15 percent match is required for grant-only awards (cannot be from another federal source)

➢ **Who currently participates in this program?**
- See our DLT Recipient Directory for a list of current participants.

➢ **How do we get started?**
- Applications for the grant program are accepted through the national office.
- Program Resources are available online (includes forms, guidance, certifications, etc.)

> 809 Wheeler Suite 110 #421
> Ames, Iowa 50010
> Telephone: (202) 720-0800
> Website: https://www.rd.usda.gov/programs-services/distance-learning-telemedicine-grants
> Email: dltinfo@wdc.usda.gov

8) Rural Housing Service – Community Facilities Direct Loan and Grant Program

> This program provides loan guarantees to eligible private lenders to help build essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

> **Who may apply?**
> - Private lenders may apply for a loan guarantee on loans made to an eligible borrower that is unable to obtain the needed commercial credit on reasonable terms without the guarantee. Eligible borrowers:
>   - Public bodies
>   - Community-based non-profit corporations
>   - Federally-recognized Tribes

> **What is an eligible area?**
> - Rural areas including cities, villages, townships and towns including Federally Recognized Tribal Lands with no than 20,000 residents according to the latest U.S. Census Data are eligible for this program.

> **How may funds be used?**
> - Funds can be used to purchase, construct, and / or improve essential community facilities, purchase equipment and pay related project expenses. Examples of essential community facilities include:
>   - Health care facilities such as hospitals, medical clinics, dental clinics, nursing homes or assisted living facilities
>   - Public facilities such as town halls, courthouses, airport hangers or street improvements
>   - Community support services such as child care centers, community centers, fairgrounds or transitional housing
>   - Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment
>   - Educational services such as museums, libraries or private schools
>   - Utility services such as telemedicine or distance learning equipment
>   - Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs or greenhouses

> **What are the terms of a loan guarantee?**
> - Maximum guarantee = 90 percent of the eligible loan
> - One-time guarantee fee = 1 percent of principal loan amount times the percent of guarantee
> - Repayment term: useful life of the facility, state statute or 40 years, whichever is less and is negotiated between the lender/borrower, subject to USDA approval
> - Interest rates: fixed or variable as negotiated between the lender/borrower, subject to USDA approval
> - Loan note guarantee issued upon project completion/when conditions are met
> - Combination of guaranteed loans, direct loans, grants and commercial financing may be used to finance one project if all eligibility and feasibility requirements are met
> - Balloon payments and renewable notes are prohibited

> **Are there additional requirements?**
> - Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
> - Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
> - Tax exempt financing is not eligible for this program
> - Lender responsible for determining credit quality and economic feasibility of proposed loan; adequacy of equity, cash flow, security, history and management capabilities
> - Facilities must serve rural area where they are /will be located
> - Project must demonstrate substantial community support
> - Environmental review must be completed/acceptable

> **How do we get started?**
> - Lenders: contact your local RD office for details on how to become an approved lender
> - Borrowers: ask your private lender if they participate in USDA Loan Guarantee Programs
> - Applications for this program are accepted year round
> - Program resources are available online (includes forms needed, guidance, certifications)

Contact:
> - The Galleries of Syracuse
>   441 South Salina Street, Suite 357
>   Syracuse, NY 13202-3541
>   Telephone: (347) 370-4550

Website (Federal): https://www.rd.usda.gov/programs-services/community-facilities-guaranteed-loan-program
Website (State): https://www.rd.usda.gov/ny
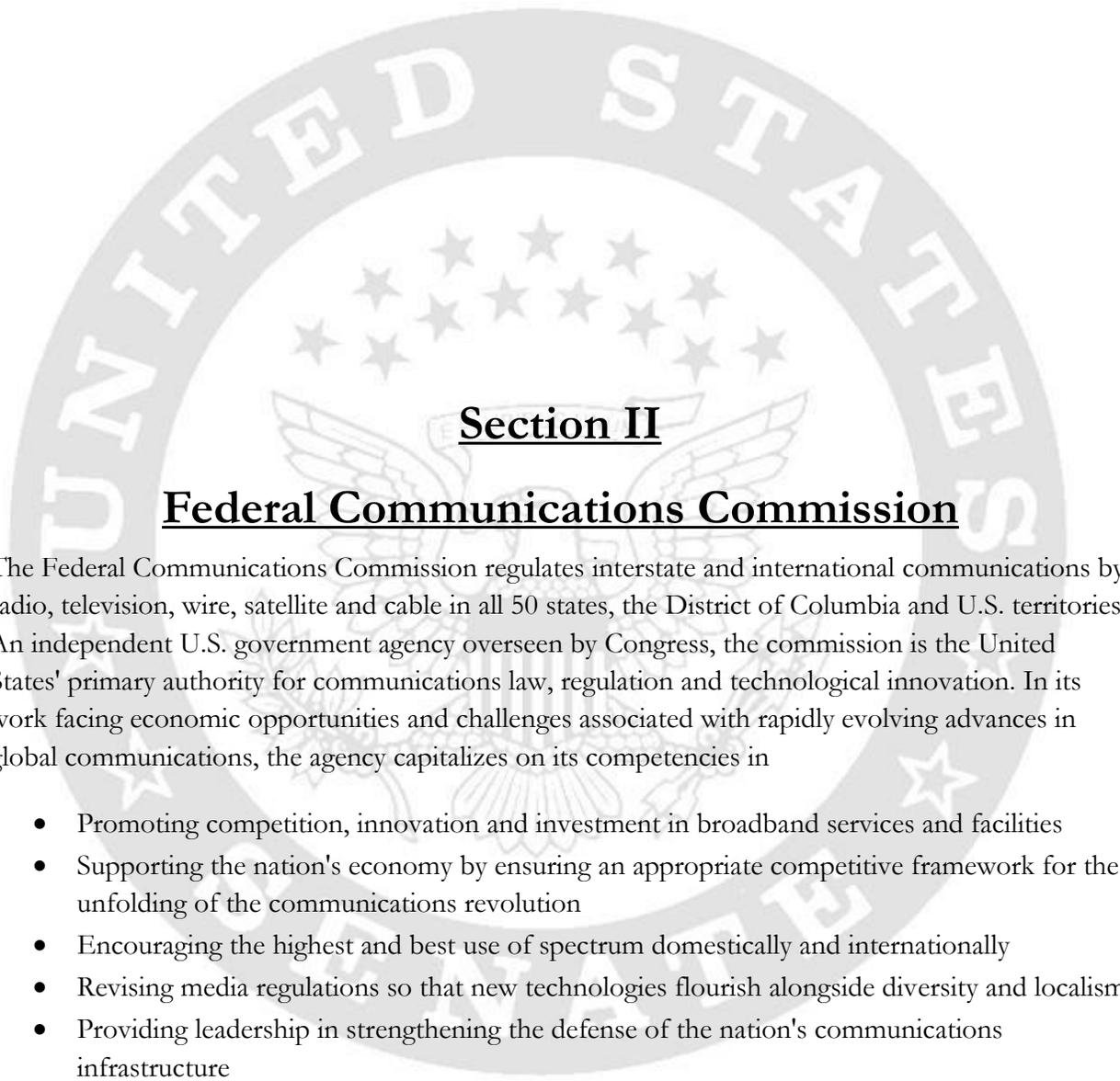
Section II

Federal Communications Commission

The Federal Communications Commission regulates interstate and international communications by radio, television, wire, satellite and cable in all 50 states, the District of Columbia and U.S. territories. An independent U.S. government agency overseen by Congress, the commission is the United States' primary authority for communications law, regulation and technological innovation. In its work facing economic opportunities and challenges associated with rapidly evolving advances in global communications, the agency capitalizes on its competencies in

- Promoting competition, innovation and investment in broadband services and facilities
- Supporting the nation's economy by ensuring an appropriate competitive framework for the unfolding of the communications revolution
- Encouraging the highest and best use of spectrum domestically and internationally
- Revising media regulations so that new technologies flourish alongside diversity and localism
- Providing leadership in strengthening the defense of the nation's communications infrastructure

1) E-Rate Program

➢ The schools and libraries universal service support program, commonly known as the E-Rate program, helps schools and libraries to obtain affordable broadband. Eligible schools, school districts and libraries may apply individually or as part of a consortium. Funding may be requested under two categories of service: category one services to a school or library

(telecommunications, telecommunications services and Internet access), and category two services that deliver Internet access within schools and libraries (internal connections, basic maintenance of internal connections, and managed internal broadband services). Discounts for support depend on the level of poverty and whether the school or library is located in an urban or rural area. The discounts range from 20 percent to 90 percent of the costs of eligible services. E-Rate program funding is based on demand up to an annual Commission-established cap.

➢ **How do we get started?**
- The first step is to learn about eligibility. Are you an eligible applicant (school or library) or service provider? What are the services that are eligible for funding?
- The description 📄 of the E-rate Program and the application process flow chart 📄 provide an overview of the program and the sequence of activities you must complete.

➢ **Applicants**
- If you're an applicant, make sure you have access to the E-rate Productivity Center (EPC). EPC is the account and application management portal for the E-rate Program. Before you start the application process, be sure to review what you need to know before you begin. The process starts with competitive bidding for the services you need. You then select the most cost-effective provider. After you sign a contract or establish a service agreement, and USAC issues you a funding commitment, you can start to receive discounts on the services USAC has approved.

➢ **Participation Basics**
- Funding may be requested under two categories of service:
  o Category One services include Data Transmission Services and/or Internet Access.
  o Category Two services include Internal Connections (IC), Managed Internal Broadband Services (MIBS), and Basic Maintenance of Internal Connections (BMIC).
- Discounts for support depend on the category of service requested, the level of poverty and the urban/rural status of the appropriate school district. Discounts range from 20 percent to 90 percent of the costs of eligible services.

➢ **Eligible Services List**
- The Eligible Services List (ESL) for each funding year provides guidance on the eligibility of products and services under the Schools and Libraries Program.
  o Visit here: https://www.usac.org/sl/applicants/beforeyoubegin/eligible-services-list.aspx for more information on eligible services

➢ **Document Retention**
- All applicants and service providers are required to retain receipt and delivery records relating to pre-bidding, bidding, contracts, application process, invoices, provision of services, and other matters relating to the administration of universal

service for a period of at least 10 years after the latter of the last day of the applicable funding year or the service delivery deadline for the funding request.

- The current document retention requirement became effective upon announcement in the [Federal Register](#) 📄 on November 20, 2014. The suggested list of documents to be retained can be found in paragraphs 45-50 in the FCC's 5th Report and Order ([FCC 04-190](#) 📄).
- For example, if a service provider provides recurring internet access to an applicant for Funding Year 2018 (July 1, 2018 - June 30, 2019), both the applicant and the service provider must retain all records on this transaction until at least June 30, 2029.

Contact

➢ Telecommunications Access Policy Division
FCC Wireline Competition Bureau
Telephone: (202) 418-7400
Website: https://www.usac.org/sl/default.aspx

2) Connect America Fund

➢ The federal universal service high-cost program (also known as the Connect America Fund) is designed to ensure that consumers in rural, insular, and high-cost areas have access to modern communications networks capable of providing voice and broadband service, both fixed and mobile, at rates that are reasonably comparable to those in urban areas. The program fulfills this universal service goal by allowing eligible carriers who serve these areas to recover some of their costs from the federal Universal Service Fund.

➢ **Filing**

- Choose the fund(s) your company participates in to learn the specific filing instructions for that fund here: https://www.usac.org/hc/funds/default.aspx

➢ **Annual Requirements**

- File Deployment Data
  - o Carriers participating in modernized Connect America Fund programs must file broadband deployment data with USAC's HUBB (High Cost Universal Broadband) portal showing where they are building out mass-market, high-speed Internet service. This information includes latitude and longitude coordinates for every location where service is available, and is the foundation for the [Connect America Fund (CAF) Map](#), which shows the impact of CAF support on broadband expansion in rural America.
  - o The HUBB portal is accessible through [USAC's E-File system](#). Once you are logged in, click on "HUBB" on the left-hand navigation panel. Users and agents can upload, validate, and save data. Officers can perform all of those functions as well as certify locations.
  - o To help you prepare your data, there is [Geolocation Methods: A guide to successfully collecting broadband deployment data](#) 📄. This guide describes three methods for gathering geographic coordinates, with the pros and cons of each approach. You can use any method or combination of methods to

gather the correct geographic coordinates for the locations you serve or could serve. Accurate data is the key to filing successfully with the HUBB portal.

- Certify: 54.313 Certification (FCC Form 481)
  - Eligible telecommunications carriers (ETCs) participating in the High Cost program must file FCC Form 481 report with USAC on an annual basis. This form collects financial and operations information used to validate carrier support and fulfills the annual 54.313 certification requirement.
  - All eligible telecommunications carriers (ETCs) receiving High Cost Program and/or Lifeline support, with the exception of Mobility Fund recipients.
  - Carriers must complete and submit this form online with USAC using the E-file portal. Carriers may begin the filing and save it to edit or complete at a later time. Simply log in as usual to see a list of forms in progress and continue work. Resources to help with a successful Form 481 filing are available on the High Cost Forms page.
  - Users must have one of the following Form 481 entitlement to access the Form 481 system:
    - Form 481 SPO: allows the user to enter and certify data.
    - Form 481 SPA: typically provided to agents outside the carrier; allows the user to enter data but not certify.
    - Form 481 SPU: typically provided to users within the carrier; allows the user to enter data but not certify.
  - The individual listed as the Company Officer on the carrier's Form 498 can assign these entitlements. Company Officers or General Contacts with questions about E-File (logging in to E-File, password questions, establishing entitlements, and/or authorized users) should contact Customer Operations via email or at (888) 641-8722. If you are not the Company Officer or General Contact listed on your carrier's FCC Form 498, Customer Operations cannot help you with E-File questions. Direct your questions to the Company Officer or General Contact who established you as an authorized user.

- **Late Filings**
  - There is a reduction in support for late filings. The FCC will impose a minimum reduction of support of seven days since it is important that carriers meet all filing deadlines. After the initial seven days, support will be reduced further on a day-by-day basis until the carrier files the required certification, plus the minimum seven-day reduction. Therefore, a carrier that misses the deadline by four days would lose seven days of support. A carrier that misses the deadline by 14 days would lose 21 days of support [Report and Order (FCC 14-190), section C, numbers 131-132].
  - For a late filer, a one-time grace period of three days can be applied so that a carrier that quickly rectifies its error within three days of the deadline will not be subject to the seven-day minimum loss of support. Thus, a carrier that files a certification within two days of the deadline would not lose support, but a carrier that files a certification within five days of the deadline would lose seven days of support, and so on.

- If the carrier files late again, the grace period will not be available [Report and Order (FCC 14-190), paragraph 133].
- The FCC has determined that the grace period will be done at the holding company level. If a carrier misses the deadline and exercises the grace period, that grace period will not be available for all subsequent years to any of the holding company's other operating companies that hold an ETC designation to serve a different study area [Report and Order (FCC 14-190), paragraph 134].

Contact
- ➢ Telecommunications Access Policy Division
  FCC Wireline Competition Bureau
  Telephone: (202) 418-7400
  Website: https://www.usac.org/hc/program-overview.aspx

3) Lifeline Program

- ➢ The Lifeline program provides a discount on phone and broadband service for qualifying low-income consumers to ensure that all Americans have the opportunities and security that those services bring, including being able to connect to jobs, family, and emergency services.

- ➢ **Do I qualify?**
    - You can get Lifeline if your income is 135 percent or less than the federal poverty guidelines. The guideline is based on your household size and state.
    - Show proof of income, like three consecutive pay stubs or a tax return, when you apply for Lifeline.
    - You can get Lifeline if you (or someone in your household) participates in one of these federal assistance programs:
        - o Supplemental Nutrition Assistance Program (SNAP), formerly known as Food Stamps
        - o Medicaid
        - o Supplemental Security Income (SSI)
        - o Federal Public Housing Assistance (FPHA)
        - o Veterans Pension and Survivors Benefit
        - o Tribal Programs (and live on federally-recognized Tribal lands)
        - o Show a card, letter, or official document, as proof that you participate in one of these programs when you apply for Lifeline.
    - You can sign up for Lifeline if your child or dependent participates in any of the programs listed above.
    - Tribal Lifeline takes up to an extra $25 off your monthly bill, for a total Lifeline discount of up to $34.25 per month.
    - If you live on Tribal lands, you can qualify for Lifeline if you or someone in your household participates in:
        - o Any of the federal assistance programs listed above
        - o Bureau of Indian Affairs General Assistance

- o Head Start (only households meeting the income qualifying standard)
- o Tribal Temporary Assistance for Needy Families (Tribal TANF)
- o Food Distribution Program on Indian Reservations
- o Show a card, letter, or another document as proof that you participate in one of these programs when you apply for Lifeline, and tell them you're applying for Tribal Lifeline.
- You are only allowed to get one Lifeline discount per household, not per person.
- If someone at your address already gets Lifeline, your company will use a Household Worksheet to see if more than one household lives at your address.

➤ **How do I apply?**
- Qualify
  - o You can qualify for Lifeline through a government assistance program or your income.
  - o You may need to show proof that you qualify for a Lifeline benefit using the following:
    - A card or award letter to prove participation in one of these programs. Medicaid, SNAP, Certain other programs
- Choose a company
  - o Use this tool to find a company in your area that offers Lifeline.
  - o Ask your company for a Lifeline application. You will need the following information to apply:
    - Full legal name
    - Date of birth
    - Last 4 digits of your Social Security number (or Tribal identification number)
    - Address
  - o You should also show at least one of these items:
    - Unexpired ID such as a Driver's License
    - Social security card
    - Medicaid card
    - Prior year's tax return
    - Other documents that prove your identity
  - o Your company will process your application and may ask you to fill out additional forms.
- Sign up
  - o If approved, you will receive your Lifeline discount toward your bill. Your company can also apply your discount to an existing service.

Contact
➤ Telecommunications Access Policy Division
FCC Wireline Competition Bureau
Telephone: (202) 418-7400
Website: https://www.lifelinesupport.org/ls/default.aspx

4) Rural Health Care Program

➢ The Rural Health Care (RHC) Program provides funding to eligible public or non-profit health care providers for broadband and telecommunications services necessary for the provision of health care. RHC Program support is provided on a funding year basis. Funding years run from July 1 through June 30 of the subsequent year.

➢ The RHC Program provides funding through two programs: the Telecommunications (Telecom) Program and the Healthcare Connect Fund Program. The Telecom Program, established in 1997, ensures that rural health care providers pay no more than their urban counterparts for eligible telecommunications services. Specifically, an applicant's program support is based on the difference between rural rates charged for telecommunications services in the rural area where the health care provider is located, and the urban rates charged for similar telecommunications services in the State. The rural health care provider pays only the urban rate for the telecommunications service, and the USF pays the difference between the urban rate and rural rate for the service to the service provider. The Healthcare Connect Fund Program, established in 2012, provides a flat 65 percent discount on an array of communications services to both individual rural health care providers and consortia, which can include non-rural health care providers (if the consortium has a majority of rural sites). These services include Internet access, dark fiber leases, business data, traditional DSL, and private carriage services, among others, along with funding for construction of health care provider-owned communications facilities. With the Healthcare Connect Fund Program, the Commission intended to promote the use of broadband services, recognizing the increasing need for rural health care providers to have access to specialists who are often located in urban areas, as well as the advent of certain communications-based trends in healthcare delivery, such as the move towards electronic health records.

➢ **<u>Eligibility?</u>**
- Both the applying health care provider (HCP) and the requested services must be eligible for support.
- There are three initial criteria an HCP must meet to participate in the Rural Health Care Program:
  - HCP must be a non-profit entity or a public entity
  - HCP must be located in a rural area as defined by the FCC (to determine if your entity is in an eligible rural location, use the <u>Eligible Rural Areas</u> search tool)
  - HCP must be one of the following types of entities:
    - Post-secondary educational institutions offering health care instruction, such as teaching hospitals and medical schools,
    - Community health centers or health centers providing health care to migrants,
    - Local health departments or agencies,
    - Community mental health centers,
    - Not-for-profit hospitals,
    - Rural health clinics,

- Dedicated emergency departments of rural for-profit hospitals,
- Part-time eligible entities located in facilities that are ineligible, or
- Skilled Nursing Facilities (SNFs)

- Once your HCP has been established as an eligible entity, you should ensure that the services you request are eligible for support. Connectivity costs for most telecommunications and Internet services are eligible for support. Review the list of eligible and ineligible services to be certain your service needs are included.
- Each HCP site or location is considered an individual HCP for purposes of calculating support under the RHC Program. Each site must thus demonstrate that by itself it is an eligible entity.

➢ **Evergreen Contracts**
- A contract is considered evergreen when it covers more than one funding year and is granted evergreen status by USAC. Evergreen contract status is not required, but it benefits health care providers (HCPs).
- An evergreen contract provides the HCP with an exemption from the competitive bidding requirement, meaning that the HCP is not required to file the FCC Form 465 or participate in competitive bidding for the life of the contract (or until the contract is modified). HCPs with multi-year contracts that are not given evergreen status must file the FCC Form 465 and participate in competitive bidding for every funding year in which funding will be requested under the terms of the contract. HCPs with evergreen contracts must submit the FCC Form 466 and the FCC Form 467 annually for every funding year in which funding is requested under the terms of the contract.
- USAC reviews every contract to determine whether it is eligible for evergreen status. To be considered evergreen, the multi-year contract must meet the following criteria:
  - Both parties are identified,
  - HCP has signed and dated the contract,
  - Contract specifies the type and terms of service,
  - Contract has a specific duration,
  - Contract specifies the cost of services to be provided, and
  - Contract includes the physical addresses or other identifying information of the HCPs purchasing from the contract.
- HCPs with evergreen contracts are permitted to add new locations, exercise voluntary contract extensions, and upgrade services without additional competitive bidding, as long as those options were contemplated in the original competitive bidding process, and the contract explicitly provided for them. An HCP must initiate a new competitive bidding process for any contract modification falling outside the scope of its evergreen contract.
- HCPs must use the FCC Form 465, Line 29, to state that new locations, term extensions, and service upgrades are desired in the contract if the HCP plans to request funding for additional or upgraded services under the terms of its evergreen contract. If an HCP wishes to purchase additional services or upgrade existing services under the terms of its evergreen contract, the HCP must submit an FCC Form 466 to request funding for the additional or upgraded services.
- The end date for funding is determined by the contract expiration date provided on Line 31 of the FCC Form 466. If the contract ends before the end of the funding year (June 30th), the HCP is required to post a new FCC Form 465, allow for the 28-day

competitive bidding process, and submit a new FCC Form 466 to request funding for the remainder of the funding year.

➢ **Documentation**
- Health care providers (HCPs) requesting Rural Health Care Telecommunications Program funding must submit supporting documentation with the FCC Form 466 (HCF Order DA 15-69). Just like missing required fields on the form, missing documentation may delay the processing of the FCC Form 466. Funding cannot be committed until USAC receives a complete FCC Form 466 and all required supporting documentation.
- The following are acceptable forms of supporting documentation:
  - Proof of rural rate/cost of service
  - Proof of urban rate (not required if using an urban rate posted on USAC's website)
  - Copy of contract - If the HCP wants USAC to review the contract (for the services for which funding is requested) for Evergreen status, the HCP must submit that contract with the funding requests. Funding requests that do not have a contract will not be eligible for a competitive bidding exemption in future funding years.
  - Copies of bids for service - If the HCP received bids from multiple service providers in response to the posted FCC Form 465, those bids must be submitted to USAC for review. USAC may request documentation concerning the HCP's service provider selection criteria and bid analysis used to select a service provider. FCC rules require HCPs to consider all bids submitted and select the most cost-effective option.
- HCPs are required to retain documentation sufficient to establish compliance with all FCC rules for the Telecom Program for five years after the end of the funding year for each funding year in which funding was provided. Service providers are also required to retain documentation related to the delivery of discounted telecommunications services for at least five years after the last day of delivery of discounted services and any other documents that demonstrate compliance with the statutory or regulatory requirements for the RHC Program. HCPs and service providers may retain documentation in either electronic or hard copy form.
- Following are examples of the types of documents that HCPs should retain to help USAC evaluate whether an HCP or service provider has complied with FCC rules if an HCP is audited.
  - Proof of Eligibility
    - Business license, Internal Revenue Service (IRS) not-for-profit determination letter, or IRS Form 990
- Competitive Bidding and Vendor Selection
  - Copies of all responses or bids received
  - Bid selection criteria
  - Bid selection analysis
  - Documentation of communications with service providers during the competitive bid process
- FCC Form 466/466-A

- o Urban rate documentation (not required if using posted rate from USAC's website)
  - o Service contracts
  - o Monthly bills or invoices documenting the cost of the service for which funding was requested
  - o Network diagram
- Other
  - o All forms submitted to USAC
  - o Funding Commitment Letter (FCL)
  - o HCP Support Schedule (HSS)
  - o Documentation demonstrating the reimbursements/credits for supported services that were received from the service provider
  - o Documentation demonstrating that the HCP paid the service provider the HCP's share of costs (i.e., urban rate equivalent) for services received

➢ **Competitive Bidding**
  - Competitive bidding rules require that health care providers (HCPs) select the most cost-effective offer available by giving all service providers an opportunity to provide services. It is important to conduct a fair and open competitive bidding process that complies with program rules. Failure to comply with competitive bidding rules will result in denied funding.
  - On the FCC Form 465, Block 4, Line 29, state your service needs, the dates for service, and when you will evaluate bids so service providers can submit a relevant offer in time for you to consider it.
    - o Example: Need to be able to transmit data and medical images beginning on July 1, 2012. We will evaluate bids from April 1 - May 27, 2012.
    - o Example: Under evergreen contract until March 31, 2013. We will evaluate bids for telecommunications for MRI imaging beginning December 1, 2012.
  - Remember to describe your needs in general terms. Requesting a specific service or bandwidth restricts bids because another technology may be able to meet your needs at a lower cost.
  - A multi-year contract may achieve evergreen status from USAC. This means that HCPs do not need to re-engage in competitive bidding for the life of the contract. If a multi-year contract is not deemed evergreen by USAC, HCPs must accept and evaluate bids each year. To learn more, see the Evergreen Contracts page.
  - Do not enter an agreement to purchase services until at least 29 calendar days after the FCC Form 465 is posted. Health care providers may discuss requirements, rates, and conditions with service providers during the 28-day period, but may not agree to or sign a contract. The first day you are allowed to select a service provider and sign a contract is the Allowable Contract Selection Date (ACSD), which is 29 calendar days after the posting date indicated on the FCC Form 465 Receipt Acknowledgment Letter. You can also find the ACSD using the Search Service Requests tool.
  - Service providers submitting bids are prohibited from any involvement in setting bid evaluation criteria; from participating in the bid evaluation or vendor selection process (except in their role as potential vendors); or from preparing, signing, or submitting an HCP's FCC Form 465 documents.

➢ **Application Process**

- Both the applying health care provider (HCP) and the requested services must be eligible for support.
- There are three initial criteria an HCP must meet to participate in the Rural Health Care Program:
  - HCP must be a non-profit entity or a public entity
  - HCP must be located in a rural area as defined by the FCC (to determine if your entity is in an eligible rural location, use the Eligible Rural Areas search tool)
  - HCP must be one of the following types of entities:
    - Post-secondary educational institutions offering health care instruction, such as teaching hospitals and medical schools,
    - Community health centers or health centers providing health care to migrants,
    - Local health departments or agencies,
    - Community mental health centers,
    - Not-for-profit hospitals,
    - Rural health clinics,
    - Dedicated emergency departments of rural for-profit hospitals,
    - Part-time eligible entities located in facilities that are ineligible, or
    - Skilled Nursing Facilities (SNFs)
- Once your HCP has been established as an eligible entity, you should ensure that the services you request are eligible for support. Connectivity costs for most telecommunications and Internet services are eligible for support. Review the list of eligible and ineligible services to be certain your service needs are included.
- Each HCP site or location is considered an individual HCP for purposes of calculating support under the RHC Program. Each site must thus demonstrate that by itself it is an eligible entity.
- Once your HCP has been established as an eligible entity, you should ensure that the services you request are eligible for support. Connectivity costs for most telecommunications and Internet services are eligible for support. Review the list of eligible and ineligible services to be certain your service needs are included.
- Each HCP site or location is considered an individual HCP for purposes of calculating support under the RHC Program. Each site must thus demonstrate that by itself it is an eligible entity.
- If you have questions about entity eligibility or eligible services, contact the RHC Help Desk at (800) 453-1546.
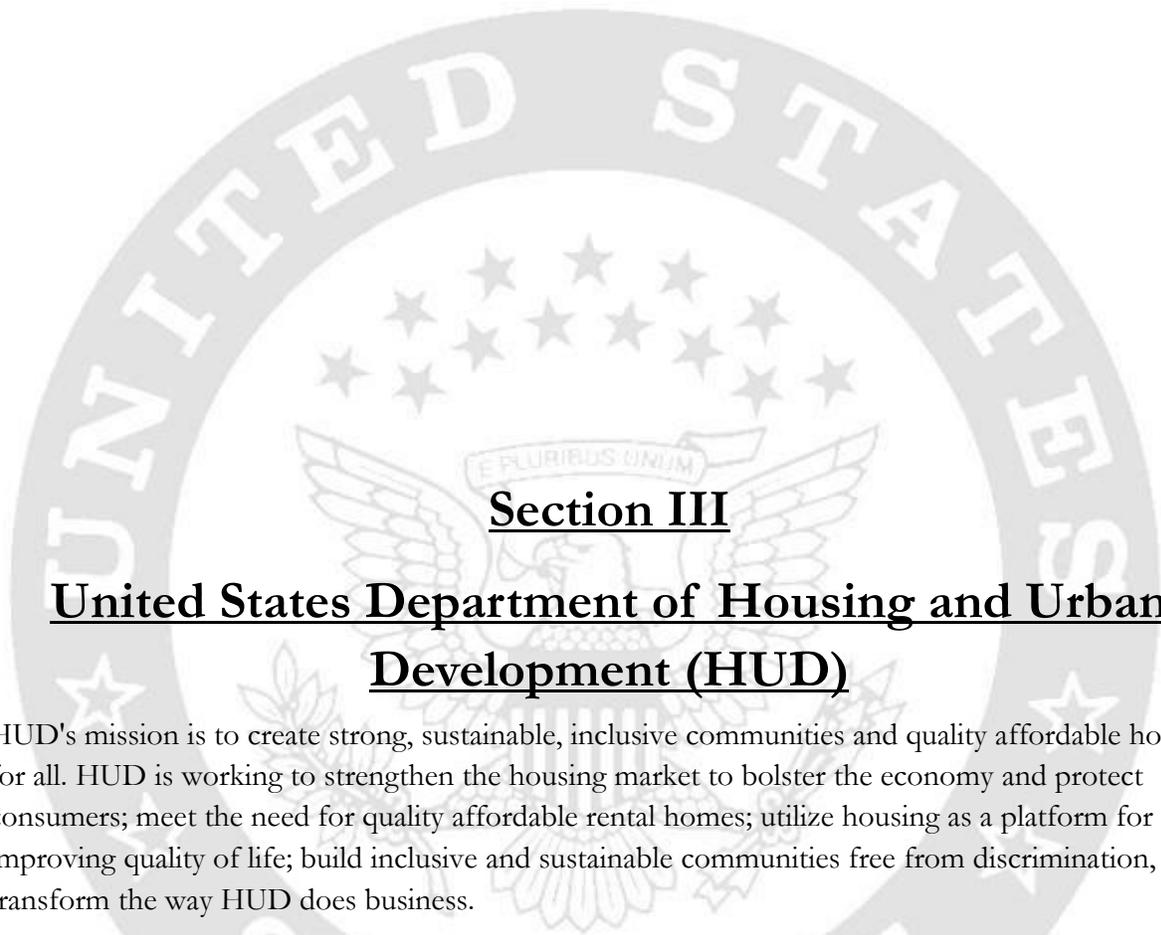
Section III

United States Department of Housing and Urban Development (HUD)

HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination, and transform the way HUD does business.

1) Community Development Block Grant Entitlement Program

➢ The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.

➢ Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the

activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet one of these national objectives.

Eligibility:
- ➤ CDBG funds may be used for activities which include, but are not limited to:
    - Acquisition of real property
    - Relocation and demolition
    - Rehabilitation of residential and non-residential structures
    - Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
    - Public services, within certain limits
    - Activities relating to energy conservation and renewable energy resources
    - Provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities
- ➤ Each activity must meet one of the following national objectives for the program:
    - Benefit low- and moderate-income persons
    - Prevention or elimination of slums or blight, or
    - Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.
- ➤ Generally, the following types of activities are ineligible:
    - Acquisition, construction, or reconstruction of buildings for the general conduct of government
    - Political activities
    - Certain income payments
    - Construction of new housing (with some exceptions)
- ➤ Eligible Beneficiaries:
    - Over a 1, 2, or 3-year period, as selected by the grantee, not less than 70 percent of CDBG funds must be used for activities that benefit low- and moderate-income persons.
    - HUD does not provide CDBG assistance directly to individuals, businesses, nonprofit or organizations or other non-governmental entities. If you are interested in participating in this program, you need to contact your local municipal or county officials to find out how the program operates in your area. Participation requirements may differ from one grantee to another.

Citizen Participation:
- ➤ A grantee must develop and follow a detailed plan which provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income neighborhoods, slum or blighted areas, and areas in which the grantee proposes to use CDBG funds. The plan must:

- Provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds
- Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance
- Provide for timely written answers to written complaints and grievances
- Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate

2) State Community Development Block Grant Program (through New York State)

- ➢ Under the State CDBG Program, states award grants to smaller units of general local government that develop and preserve decent affordable housing, to provide services to the most vulnerable in our communities, and to create and retain jobs. Annually, each State develops funding priorities and criteria for selecting projects.
- ➢ Since States are in the best position to know, and to respond to, the needs of local governments, Congress amended the Housing and Community Development Act of 1974 (HCD Act) in 1981 to give each State the opportunity to administer CDBG funds for non-entitlement areas. Non-entitlement areas include those units of general local government which do not receive CDBG funds directly from HUD. Non-entitlement areas are cities with populations of less than 50,000 (except cities that are designated principal cities of Metropolitan Statistical Areas), and counties with populations of less than 200,000.

Eligibility:
- ➢ CDBG funds may be used for activities which include, but are not limited to:
  - o Acquisition of real property
  - o Relocation and demolition
  - o Rehabilitation of residential and non-residential structures
  - o Construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes
  - o Public services, within certain limits
  - o Activities relating to energy conservation and renewable energy resources
  - o Provision of assistance to nonprofit and profit-motivated businesses to carry out economic development and job creation/retention activities
- ➢ Each activity must meet one of the following national objectives for the program:
  - o Benefit low- and moderate-income persons
  - o Prevention or elimination of slums or blight
  - o Address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available. A need is considered urgent if it

poses a serious and immediate threat to the health or welfare of the community and has arisen in the past 18 months.

➤ Generally, the following types of activities are ineligible:
  o Acquisition, construction, or reconstruction of buildings for the general conduct of government;
  o Political activities
  o Certain income payments
  o Construction of new housing (with some exceptions)

➤ States may up to 50 percent of costs it incurs for program administration, up to a maximum of three percent of its CDBG allocation. States may expend up to three percent of their CDBG allocation on technical assistance activities. However, the total a state spends on both administrative and technical assistance expenses may not exceed three percent of the state's allocation.

➤ Eligible Beneficiaries:
  o Over a 1, 2, or 3-year period, as selected by the grantee, not less than 70 percent of CDBG funds must be used for activities that benefit low- and moderate-income persons.
  o HUD does not provide CDBG assistance directly to individuals, businesses, nonprofit or organizations or other non-governmental entities. If you are interested in participating in this program, you need to contact your local municipal or county officials to find out how the program operates in your area. Participation requirements may differ from one grantee to another.

Consolidated Plan and Citizen Participation:

➤ Under the State CDBG Program, states are responsible for:
  o Designing the CDBG Program within statutory and regulatory parameters
  o Setting priorities and deciding what activities to fund
  o Distributing funding according to the method of distribution
  o Establishing financial management, recordkeeping, reporting, monitoring, audit and closeout systems for their programs
  o Ensuring compliance by state grant recipients
  o Developing the Consolidated Plan

➤ The Consolidated Plan is a jurisdiction's comprehensive planning document and application for funding under the following Community Planning and Development formula grant programs: CDBG, Emergency Solutions Grants (ESG), HOME Investment Partnerships (HOME), and Housing Opportunities for Persons with AIDS (HOPWA). The Consolidated Plan is carried out through Annual Action Plans which must contain the required certifications, description of CDBG eligible activities to be funded, and timetables for completing the projects.

➤ Under the State CDBG Program, UGLG are responsible for:
  o Prioritizing the types of activities they apply for
  o Carrying out eligible activities
  o Complying with federal and state requirements
  o Handling local citizen participation

➤ As part of the Consolidated Planning process, units of local government receiving CDBG from their state must follow the requirements of 24 CFR 570.486 which provides for, and encourages, citizen participation and which emphasizes participation by persons of low- or moderate-income, particularly residents of predominantly low- and moderate-income

neighborhoods, slum or blighted areas, and areas in which the local government proposes to use CDBG funds.
- o The plan must:
  - Provide citizens with reasonable and timely access to local meetings, information, and records related to the grantee's proposed and actual use of funds
  - Provide for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance
  - Provide for timely written answers to written complaints and grievances
  - Identify how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be reasonably expected to participate

3) Section 108 Loan Guarantee Program

- ➤ The Section 108 Loan Guarantee Program (Section 108) provides communities with low-cost, flexible financing for economic development, housing rehabilitation, public facilities, and other physical infrastructure projects, including those to increase resilience to natural disasters. Section 108's unique flexibility and range of applications makes it one of the most potent and important public investment tools that HUD offers to state and local governments.
- ➤ Section 108 offers [Community Development Block Grant (CDBG)](#) recipients the ability to leverage their annual grant allocation to gain access to federally guaranteed loans large enough to pursue physical and economic development projects capable of revitalizing entire neighborhoods. This critical public investment is often needed to catalyze private economic activity in underserved areas in cities and counties across the nation. Section 108 loan guarantees are often the initial resource that provides the confidence private firms and individuals need to finance projects in areas that have experienced disinvestment.
- ➤ Loans typically range from a few hundred thousand to several million dollars. The size of the guaranteed loan depends on several factors, including but not limited to, a community's maximum borrowing capacity under the program and an underwriting assessment of the project or loan fund. Section 108 can be used for specific projects or for communities to start a loan pool, similar to a line of credit for communities to fund multiple projects over time. Section 108's flexible repayment terms makes it ideal for layering with other sources of community and economic development financing such as New Market Tax Credits (NMTC), Low Income Housing Tax Credits (LIHTC), and Opportunity Zones funding. Under Section 108, communities can take advantage of lower interest rates than could be obtained from private financing sources.

Eligibility:
- ➤ Eligible applicants include the following public entities:
  - o States
  - o Metropolitan cities and urban counties (i.e., CDBG entitlement recipients)
  - o Nonentitlement communities that are assisted in the submission of applications by States that administer the CDBG program

- o Nonentitlement communities eligible to receive CDBG funds under the HUD-Administered Small Cities CDBG program (Hawaii). The public entity may be the borrower or it may designate a public agency as the borrower
- ➢ Eligible Section 108 Projects (24 CFR 570.703):
  - o For purposes of determining eligibility, the CDBG rules and requirements also apply. All projects and activities must either principally benefit low- and moderate-income persons, aid in the elimination or prevention of slums and blight, or meet urgent needs of the community.
    - ▪ Activities eligible under CDBG include:
      - • Acquisition of real property
      - • Rehabilitation of publicly owned real property
      - • Housing rehabilitation eligible under CDBG
      - • Construction, reconstruction, or installation of public facilities (including street, sidewalk, and other site improvements)
      - • Related relocation, clearance, and site improvements
      - • Payment of interest on the guaranteed loan and issuance costs of public offerings
      - • Debt service reserves
      - • Finance fees
      - • Public works and site improvements in colonias
      - • In limited circumstances, housing construction as part of community economic development
- ➢ Financing Infrastructure with Section 108 Loans
  - o Section 108 loans may be used to finance the construction, reconstruction, or installation of public facilities including street, sidewalk, and other site improvements that are part of the overall project. The funds can also be used for related relocation, clearance or site improvements.
- ➢ Administration of Section 108 Loans
  - o The borrower's cost of administering a Section 108 loan can be allocated to the CDBG administration cap of 20 percent, or the costs can be included as an activity delivery cost in carrying out the project. For example, if a borrower's employees underwrite economic development loans that are to be made with CDBG funds, the portion of their salaries spent on this function can be treated as costs of carrying out the activity. This is important because these costs are not subject to the limitation on the use of CDBG funds to pay planning and administrative costs.
- ➢ Projects NOT eligible for 108 Loans (24 CFR 570.207(a)):
  - o Projects funded with Section 108 loans must meet basic CDBG criteria, including meeting a national objective and public benefits standards. Projects are also subject to compliance with all other local, state or federal regulations including cross cutting regulations. While a specific type of activity may not be prohibited by HUD, the borrower may have local priorities and projects that are deemed ineligible. There are some activities eligible under CDBG that are not eligible for Section 108, such as public services. Projects that are not CDBG eligible and are thus not eligible for Section 108 loans include the following:

- Projects where the public benefits standards have been triggered (which is common for many large-scale projects) and where a sufficient level of public benefit is not achieved are ineligible.
- Buildings used for the conduct of government are also ineligible even if they are to be funded as a commercial enterprise. For example, even though office buildings may be eligible in general as an economic development activity, an office building that will house a City Hall is not acceptable.
- Projects that do not meet a national objective are not eligible. It is important to remember that while development of a high tech manufacturing facility may be an eligible special economic development activity, it cannot be funded unless it also meets a national objective.
- All other projects deemed ineligible under 24 CFR 570.207(a) cannot be undertaken as a large-scale development project.

4) Multifamily Housing Neighborhood Networks

➢ In 1995, the U.S. Department of Housing and Urban Development (HUD) had a vision. Create an initiative that would accomplish two goals—promote self-sufficiency and deliver computer access to low- and moderate-income residents living in privately owned HUD-insured and assisted multifamily housing. The result of this vision was the Neighborhood Net-works Initiative, and since its creation more than a decade ago, Neighborhood Networks has connected residents to infinite opportunities.
  - Providing onsite and remote technical assistance on topics critical to center development and sustainability.
  - Maintaining the Neighborhood Networks Web site that includes news, success stories, online publications, and contact information.
  - Identifying regional and national funding opportunities that provide owners, managers, and center staff members with additional sources of revenue.
  - Providing access to the Strategic Tracking and Reporting Tool (START) that allows center staff to develop online business plans to better manage their centers.
  - Assisting with the development of partnerships with businesses, nonprofits, government and social service agencies, educational and health institutions, faith-based organizations, civic organizations, and foundations that can provide cash and in-kind support.
  - Hosting monthly conference calls on a wide range of subjects, such as grantwriting, fundraising, resident involvement, partnership development, and staffing.

What Funding Is Needed?
➢ Perhaps the most important issue to consider when opening a Neighborhood Networks center is funding. Funding considerations should include startup costs, followed by operational costs that will enable the center to expand and sustain programs and services. Funding issues to consider include:
  - What are the estimated startup costs?
  - What funds are available to help the center open?
  - What funds are needed to offer and sustain the programs and services that residents need and want?
➢ A variety of funding options are available:

- o On a case-by-case basis, the U.S. Department of Housing and Urban Development (HUD) can consider approving the use of funds from a property's Residual Receipts Account, the Reserve for Replacement Account, excess income, and owner's equity, as well as rent increases and adjustments.

Contact: (888) 312-2743 for more information on Neighborhood Networks

5) Indian Community Development Block Grant

> The Indian Community Development Block Grant offers grants on a competitive basis to eligible Indian tribes and Alaska Native Villages to improve the housing stock, provide community facilities, make infrastructure improvements, fund microenterprises, and expand job opportunities. Eligible activities include housing rehabilitation, acquisition of land for housing, and assistance for homeownership opportunities for low- and moderate-income persons. Grantees may also use funds for construction of single- or multi-use facilities, streets, and public facilities, as well as for economic development projects, especially those sponsored by nonprofit tribal organizations or local development corporations. Funds may not be used for constructing or improving government facilities, for new housing construction (unless carried out by an eligible nonprofit organization), for general government or income expenses, for operating or maintenance expenses, for political activities, or to purchase equipment.

Eligibility:

> Eligible applicants for assistance include any Indian tribe, band, group, or nation (including Alaska Indians, Aleut, and Eskimos) or Alaska Native village which has established a relationship to the Federal government as defined in the program regulations. In certain instances, tribal organizations may be eligible to apply.

Categories:

> The ICDBG program can provide funding for recipients in the following categories:
> - o Housing rehabilitation, land acquisition to support new housing construction, and under limited circumstances, new housing construction.
> - o Infrastructure construction, e.g., roads, water and sewer facilities; and, single or multipurpose community buildings.
> - o Wide variety of commercial, industrial, agricultural projects which may be recipient owned and operated or which may be owned and/or operated by a third party.

Funding Distribution:

> Under Section 106 of the Housing and Community Development Act of 1974, one percent of the Title I CDBG appropriation, excluding amounts appropriated for use under Section 107, is allocated for grants to Indian tribes. This regional allocation, which goes to the Area Offices of Native American Programs (ONAP) responsible for the program, consists of a base amount plus a formula share of the balance of the Indian CDBG program funds. The funds are distributed by the Area ONAP Offices to Indian tribes and Alaska Native Villages on a competitive basis, according to selection criteria set forth in a regulation and Notice of Funding Availability.

6) Public Housing Networks (NN) Program (Public and Indian Housing)

➢ This funding program provided grants to Public Housing Authorities (PHAs) to establish, expand and/or update community technology centers.

➢ In lieu of direct grant funding, by statute, PHAs may use their Capital and Operating Funds to establish and operate Neighborhood Networks centers. Neighborhood Networks centers provide access to computers, computer training and the Internet. Neighborhood Networks centers can also provide a wide range of services to help residents achieve long-term economic self-sufficiency. An overview of how PHAs may use their Capital and Operating funds to support this type of work is provided here:

  o The Public Housing Capital Fund can be used to open a Neighborhood Networks computer lab. Equipment, Internet connectivity, space renovation/remodeling, staff salary, and insurance costs can be paid for using Capital Funds. These funds can be used for the first year of the center's operation. Subsequently, PHAs can use their Operating Funds for the continued operation of the Neighborhood Networks center. However, any equipment upgrades over the life of the Neighborhood Networks center would come from the Capital Fund. Similarly, PHAs can use their Capital Funds to purchase routers for individual units (across an entire building or development, not on a case-by-case basis). However, neither Capital Funds nor Operating Funds can be used to pay for residents' in-unit Internet access. Please see below for a comprehensive list of activities that may be paid for out of each fund.

Capital Fund:

➢ May be used for the establishment and initial operation of a Neighborhood Networks computer center for such things as:

  o Computer equipment (CF management improvement or Operating Fund)
  o Equipment upgrades (over the life of the center from CF management improvement or Operating Fund)
  o Space renovations (could be initial CF and later CF modernization expense)
  o Internet connection and utilities (for initial operation of NN center)
  o Staff salary (for initial operation of NN center)
  o Insurance (for initial operation of NN center)
  o Routers for individual units (not Internet connectivity) – initial CF expense, ongoing maintenance costs from Operating Fund

➢ Statutory Authority: Capital Funds may be used for the initial operation of a Neighborhood Networks center per Section 9 (d) Capital Fund (of the 1937 Housing Act as amended) – subparagraph (1)(E)

  o The statute can be found by going here: https://www.gpo.gov/fdsys/granule/USCODE-2010-title42/USCODE-2010-title42-chap8-subchapI-sec1437g/content-detail.html

➢ Capital Fund Rule References:

  o Federal Register Notice – New Capital Fund Rule: https://www.federalregister.gov/articles/2013/10/24/2013-23230/public-housing-capital-fund-program
  o New Capital Fund Rule, Overview Training: http://www.youtube.com/watch?v=CWpULWyDx9E

Operating Fund:
- ➢ Must be used for the ongoing costs of operating computer centers in public housing
    - o Ongoing Internet connection fees and utilities
    - o Staff salary
    - o Insurance
    - o Ongoing maintenance of in-unit routers
    - o Other activities related to the computer center (e.g., training programs) would be an Operating Fund expense
    - o Statutory Authority: Costs associated with the ongoing operation of a Neighborhood Networks/computer lab are specifically cited in the HUD statute as follows:
        - ▪ Section 9 (e) Operating Fund (of the 1937 Housing Act as amended) – subparagraph (1)(K): the costs of operating computer centers in public housing through a Neighborhood Networks initiative described in subsection (d)(1)(E) of this section.

7) Title VI Loan Guarantee (Public and Indian Housing)

- ➢ Title VI is an effective public investment tool that HUD offers to federally recognized tribes and Tribally Designated Housing Entities (TDHEs). It provides an additional source of financing for affordable tribal housing activities. It may be used to:
    - o Create new housing
    - o Rehabilitate housing
    - o Build infrastructure
    - o Construct community facilities
    - o Acquire land to be used for housing
    - o Prepare architectural & engineering plans
    - o Fund financing costs

Authorization:
- ➢ The Title VI Loan Guarantee Program is authorized by the Native American Housing Assistance and Self Determination Act of 1996, as amended (25 U.S.C. 4101 et seq.), (NAHASDA), in accordance with the Code of Federal Regulations at 24 CFR Part 1000. NAHASDA and the regulations also authorize the Indian Housing Block Grant Program (IHBG). The requirements of NAHASDA and the regulations apply to all projects using Title VI financing.

Purpose:
- ➢ The purpose of the Title VI loan guarantee is to assist IHBG recipients (borrowers) who want to finance additional grant-eligible construction or development at today's costs. Tribes can use a variety of funding sources in combination with Title VI financing, such as low-income housing tax credits. Title VI loans may also be used to pay development costs.
- ➢ Due to the flexibility of the Title VI program, tribes can structure their loans to meet the requirements of their project and negotiate a variety of repayment terms with the lender. Loan terms can range up to 20 years, and payments may be made monthly, quarterly, or annually. Additionally, interest rates can be fixed, adjustable or floating, and are based on an index.

Benefits:
- ➢ Title VI loans benefit tribes and lenders. Tribes benefit by building more housing at today's costs and using the loan to leverage additional funds from other sources. Improved financial

services from lenders permit flexible financing terms. Additionally, tribes are not required to use land as collateral for loans.

➢ Likewise, lenders benefit from administering Title VI loans. Some of these benefits include: limited risk exposure, reduced costs, increased loan marketability, and improved opportunities to market financial services and credit towards meeting community reinvestment goals.

How Does the Title VI Loan Guarantee Program Work?

➢ A tribe/TDHE uses IHBG funds to leverage additional funds to finance affordable housing activities, so that it can undertake larger projects and build at today's costs. This leverage is created by pledging the need portion of the tribe's annual IHBG grant and the project's income as security to HUD in exchange for a Title VI loan guarantee.

➢ In turn, HUD provides a 95 percent guarantee of outstanding principal, plus accrued and unpaid interest as collateral to the lender. The lender then, provides the financing to the tribe.

➢ Although a tribe/TDHE pledges the need portion to HUD, the funds are not obligated. A tribe/TDHE may use the need portion for completion of the project, other eligible grant activities, or to repay the loan.

➢ The maximum guarantee amount that a tribe/TDHE can borrow is approximately five times the need portion. A tribe/TDHE may have one or more Title VI loans, but the combined total may not exceed the maximum guarantee amount. Click here.

➢ A tribe/TDHE must repay its Title VI loan. However, the repayments may be stretched to 20 years. As the amortization period increases, the annual debt service payments decrease. If a tribe/TDHE fails to repay the debt and a default is declared, HUD will make the loan payments to the lender. HUD will then seek reimbursement from the borrower's pledged funds. Click here.

Title VI Application Process:

➢ The Title VI program uses a team approach with regular conference calls to help ensure project success by providing technical assistance, answering questions, and coordinating the various parties to keep the project on schedule. The main participants include:

   o The tribe or its tribally designated housing authority (TDHE), which plans and implements the project. An eligible tribe/TDHE (borrower) is one that receives IHBG funds and is authorized to pledge those funds as security for the project. The project must meet Indian Housing Block Grant (IHBG) program regulations at 24 CFR Part 1000.

   o The lender, who provides loan financing to the borrower. In general, any lender that is supervised, regulated, or insured by any agency of the United States is eligible to participate in the Title VI program. In addition, the Secretary of HUD may approve a lender.

   o The Office of Native American Programs, which administers IHBG and other programs for Native Americans. The office is divided into six Area Offices. These offices provide technical assistance on grants and monitors grant and Title VI regulatory compliance. Each Area Office has an individual assigned to assist with the Title VI project.

   o The Office of Loan Guarantee administers Title VI, Section 184, and the Section 184A programs. OLG staff is located at HUD Headquarters in Washington D.C.

➢ Although every project is different, HUD has developed a general checklist for the Title VI Loan Guarantee application process. The two-step process consists of the tribe's/TDHE's request for a Preliminary Letter of Acceptance and the lender's Firm Commitment Request.

Preliminary Letter of Acceptance:

➢ The Preliminary Letter of Acceptance (PLA Request) is the Office of Loan Guarantee's (OLG) preliminary approval of a guarantee to a tribe/TDHE. It is not an approval of a Title VI loan application or a commitment to approve/guarantee the Title VI loan. The preliminary review is recommended by HUD, and is beneficial because it:
  o Verifies the amount of the available guarantee
  o Permits an early compliance check and feasibility review
  o Offers an opportunity to identify and address potential issues before they create project delays
  o Increases lender interest by documenting HUD's willingness to issue the guarantee
  o Provides an opportunity for the local Office of Native American Programs and OLG to offer technical assistance

➢ A tribe/TDHE makes a request for a PLA to its Area Office of Native American Programs, which is then reviewed by the Area Office and OLG. Once accepted, HUD will issue a preliminary letter of acceptance (PLA). Because project planning takes time, HUDs PLA's are good for 120 days (4 months), with extensions available on a case-by-case basis. Due to project changes, the tribe/TDHE is expected to submit updated material to its selected lender for inclusion in the lender's Firm Commitment Request for the guarantee.

Firm Commitment:

➢ The tribe's/TDHE's lender makes a Firm Commitment to OLG. The lender is responsible for maintaining loan application documentation, including receipt of the tribe's/TDHE's current project documents.
➢ The documents sent to OLG should be submitted according to the order shown on the checklist.
➢ If the application is incomplete, OLG will request additional information and place the request on hold.
➢ If the request is approved, HUD will issue a Firm Commitment to the lender. The Firm Commitment will identify any outstanding items the lender must submit, and closing conditions that the lender must meet prior to the issuance of a guarantee.
➢ The Firm Commitment is valid for 90 days, with extensions available on a case-by-case basis.

Issuance of the Loan Guarantee:

➢ Once the lender meets the conditions in the Firm Commitment letter and forwards remaining outstanding items to OLG, the loan will be ready to close. After the loan has closed, OLG will execute agreements with the lender and tribe/TDHE and issue a guarantee to the lender. The lender will provide copies of the documents to the tribe and TDHE.

Summary:

➢ The entire Title VI process from the request for the Preliminary Letter of Acceptance to the issuance of a guarantee is flexible to meet the needs of the project, the tribe, and the borrower. If the tribe/TDHE is submitting project information to other funding sources, that information may be sufficient for documenting the Title VI request. If OLG requires additional information, it will notify the borrower or lender.
➢ There is no application deadline for the Title VI Loan Guarantee Program, and the guarantee is not competitive. OLG will generally handle the requests in the order that they

are received. The requests may be submitted electronically, on paper, or in a combination of both. Technical assistance is available from the tribe's/TDHE's Area ONAP and OLG.

➢ Click here to contact the OLG in your region.

Contacts for Regional HUD Offices:

➢ Buffalo Field Office
William O'Connell, Director, CPD
465 Main Street
2nd Floor
Buffalo, NY 14203
(716) 551-5755, ext. 5800
William.T.OConnell@hud.gov

➢ New York Regional Field Office
Vincent Hom, Director, CPD
26 Federal Plaza
Suite 3513
New York, NY 10278
(212) 542-7428
Vincent.Hom@hud.gov

Section IV

United States Department of Education

ED's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

Congress established the U.S. Department of Education (ED) on May 4, 1980, in the Department of Education Organization Act (Public Law 96-88 of October 1979). Under this law, ED's mission is to:

- ➢ Strengthen the Federal commitment to assuring access to equal educational opportunity for every individual;
- ➢ Supplement and complement the efforts of states, the local school systems and other instrumentalities of the states, the private sector, public and private nonprofit educational research institutions, community-based organizations, parents, and students to improve the quality of education;
- ➢ Encourage the increased involvement of the public, parents, and students in Federal education programs;
- ➢ Promote improvements in the quality and usefulness of education through Federally supported research, evaluation, and sharing of information;
- ➢ Improve the coordination of Federal education programs;
- ➢ Improve the management of Federal education activities; and
- ➢ Increase the accountability of Federal education programs to the President, the Congress, and the public.

1) American Indian Tribally Controlled Colleges and Universities - Title III Part A and Part F Programs

- ➢ This program helps eligible institutions of higher education increase their self-sufficiency by providing funds to improve and strengthen the academic quality, institutional management, and fiscal stability of eligible institutions.

Types of Projects:

- ➢ Examples of authorized activities include:
  - o Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including purchase or rental of telecommunications technology equipment or services, and the acquisition of real property adjacent to the campus of the institution on which to construct such facilities;
  - o Developing or improving facilities for Internet use or other distance education technologies;
  - o Funds management, administrative management, and acquisition of equipment for use in strengthening funds management;
  - o Joint use of facilities, such as laboratories and libraries;
  - o Establishing or improving a development office to strengthen or improve contributions from alumni and the private sector;

2) Asian American and Native American Pacific Islander-Serving Institutions Program

➢ This program provides grants and related assistance to Asian American and Native American Pacific Islander-serving institutions to enable such institutions to improve and expand their capacity to serve Asian Americans and Native American Pacific Islanders and low-income individuals.

➢ This guide provides information on the Asian American and Native American Pacific Islander-serving Institutions Program authorized by the Higher Education Opportunity Act, 2008 (HEA, Title III, Part A, Section 320; CFDA# 84.031L) as well as the Asian American and Native American Pacific Islander-serving Institutions Program originally authorized by the College Cost Reduction and Access Act of 2007 (HEA, Title III, Part F, Section 371; CFDA# 84.382B).

Types of Projects:

➢ 84.031L
   o Renovation and improvement in classrooms, libraries, laboratories, and other instructional facilities.
   o Establishing or improving an endowment fund.
   o Establishing partnerships with community-based organizations serving Asian Americans and Native American Pacific Islanders.
   o Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.

➢ 84.382B
   o Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes.
   o Construction, maintenance, renovation, and improvement in classrooms, libraries, laboratories, and other instructional facilities, including the integration of computer technology into institutional facilities to create smart buildings.
   o Development and improvement of academic programs
   o Joint use of facilities, such as laboratories and libraries.
   o Creating or improving facilities for Internet or other distance learning academic instruction capabilities, including purchase or rental of telecommunications technology equipment or services.

3) Impact Aid Programs

➢ Many local school districts across the United States include within their boundaries parcels of land that are owned by the Federal Government or that have been removed from the local tax rolls by the Federal Government, including Indian lands. These school districts face special challenges — they must provide a quality education to the children living on the Indian and other Federal lands and meet the requirements of the Every Student Succeeds Act, while sometimes operating with less local revenue than is available to other school districts, because the Federal property is exempt from local property taxes.

➢ Since 1950, Congress has provided financial assistance to these local school districts through the Impact Aid Program. Impact Aid was designed to assist local school districts that have lost property tax revenue due to the presence of tax- exempt Federal property, or that have

experienced increased expenditures due to the enrollment of federally connected children, including children living on Indian lands. The Impact Aid law (now Title VII of the Elementary and Secondary Education Act of 1965 (ESEA)) provides assistance to local school districts with concentrations of children residing on Indian lands, military bases, low-rent housing properties, or other Federal properties and, to a lesser extent, concentrations of children who have parents in the uniformed services or employed on eligible Federal properties who do not live on Federal property.

➢ In past years, over 93 percent of the appropriated funds were targeted for payment to school districts based on an annual count of federally connected school children. Slightly more than 5 percent assists school districts that have lost significant local assessed value due to the acquisition of property by the Federal Government since 1938. Funds are also available for formula construction grants.

➢ The Impact Aid law (now Title VII of the Elementary and Secondary Education Act of 1965) has been amended numerous times since its inception in 1950. The program continues, however, to support local school districts with concentrations of children who reside on Indian lands, military bases, low-rent housing properties, and other Federal properties, or have parents in the uniformed services or employed on eligible Federal properties. The law refers to local school districts as local educational agencies (LEAs).

How Do School Districts Use Impact Aid?

➢ Most Impact Aid funds, except for the additional payments for children with disabilities and construction payments, are considered general aid to the recipient school districts; these districts may use the funds in whatever manner they choose in accordance with their local and State requirements. Most recipients use these funds for current expenditures, but recipients may use the funds for other purposes such as capital expenditures. Some Impact Aid funds must be used for specific purposes. All payments are distributed by wire transfer directly to the bank accounts of school districts.

➢ School districts use Impact Aid for a wide variety of expenses, including the salaries of teachers and teacher aides; purchasing textbooks, computers, and other equipment; after-school programs and remedial tutoring; advanced placement classes; and special enrichment programs. Payments for Children with Disabilities must be used for the extra costs of educating these children.

Impact Aid Program Components:

➢ Payments for Federal Property (Section 7002)
  o Payments for Federal Property assist local school districts that have lost a portion of their local tax base because of Federal ownership of property. To be eligible, a school district must demonstrate that the Federal Government has acquired, since 1938, real property with an assessed valuation of at least 10 percent of all real property in the district at the time of acquisition.

➢ Basic Support Payments (Section 7003(b))
  o Basic Support Payments help local school districts that educate federally connected children. These may be the children of members of the uniformed services, children who reside on Indian lands, children who reside on Federal property or in federally subsidized low-rent housing, and children whose parents work on Federal Property. In general, to be eligible for assistance a local school district must educate at least 400 such children in average daily attendance, or the federally connected children must make up at least 3 percent of the school district's total average daily attendance. Heavily Impacted Districts that enroll certain percentages of federally connected

children and meet other specific statutory criteria, receive increased formula payments under Section 7003(b)(2).

➢ Children With Disabilities Payments (Section 7003(d))
- o Payments for Children with Disabilities provide additional assistance to school districts that educate federally connected children who are eligible for services under the Individuals with Disabilities Act (IDEA). These payments are in addition to Basic Support Payments and IDEA funds provided on behalf of these children. A school district that receives these funds MUST use them for the increased costs of educating federally connected children with disabilities.

➢ Construction Grants (Section 7007)
- o Construction Grants go to local school districts that educate high percentages of certain federally connected children — both children living on Indian lands and children of members of the uniformed services. These grants help pay for the construction and repair of school buildings. Section 7007(a) provides formula grants to the local school districts based on the number of eligible federally connected children they educate. There is no separate application process required for this grant. The formula distribution is based on the 7003 application. Section 7007(a) was funded in fiscal year 2016. Section 7007(b) provides competitive grants for emergency repairs and modernization.

Section 7003-Federal Children Payment

➢ Eligibility:
- o Section 7003 establishes several broad categories of federally connected school children who may generate payments for their school districts. Following are brief descriptions of the categories:
  - ▪ Child resides on federal property with a parent employed on federal property situated in whole or in part within the boundaries of the school district.
  - ▪ Child resides on federal property with a parent who is both an accredited official of a foreign government and a foreign military officer.
  - ▪ Child resides on federal property and has a parent on active duty in the uniformed services of the United States.
  - ▪ Child resides on eligible Indian lands (no employment requirement).
  - ▪ Child has a parent on active duty in the uniformed services of the United States.
  - ▪ Child has a parent who is both an accredited official of a foreign government and a foreign military officer.
  - ▪ Child resides in eligible low-rent housing.
  - ▪ Child resides on federal property.
  - ▪ Child resides with a parent employed on federal property located in the same state as the school district.

➢ Threshold Eligibility
- o To qualify for section 7003 funding, an LEA must meet one of the following threshold eligibility requirements:
  - ▪ The LEA must be serving eligible federally connected children numbering at least 400 in ADA; or
  - ▪ At least 3 percent of the total number of children in ADA must be such children

➢ Children with Disabilities

- o LEAs that serve federally connected children with disabilities may receive an additional payment to assist with the excess costs of providing educational services to these children. An LEA must provide services for all children with disabilities claimed on its application in accordance with the Individuals with Disabilities Education Act (IDEA).
- ➢ 7007a (Construction Payment)
  - o This section authorizes payments for capital expenditure assistance to LEAs that receive a Basic Support Payment under section 7003 and that meet one of the following criteria:
    - ▪ The number of children in average daily attendance in the schools of the LEA who reside on Indian lands equals at least 50 percent of the total student enrollment in the schools of the LEA.
    - ▪ The number of children in average daily attendance in the schools of the LEA who have a parent on active duty in the uniformed services of the United States equals at least 50 percent of the total student enrollment in the schools of the LEA.
    - ▪ The LEA receives a payment under section 7003(b)(2).
  - o LEAs must use these funds for construction activities, which may include:
    - ▪ Preparing drawings and specifications for school facilities
    - ▪ Erecting, building, acquiring, altering, remodeling, repairing or extending school facilities
    - ▪ Inspecting and supervising the construction of school facilities
    - ▪ Debt services for construction activities
- ➢ Applicant Information:
  - o Eligible local educational agencies that wish to apply for Impact Aid must apply online each year using the Impact Aid Grant System.
  - o The application becomes available each year in November and must be submitted by the following January 31. There in no grace period for submitting required information. A potential applicant should review the Impact Aid Program law and regulations to determine if it might be eligible before applying for Impact Aid.
  - o If you have questions about the application process, please call us at (202) 260-3858 or contact us by e-mail at Impact.Aid@ed.gov.

Section 7007b-Construction Grants

- ➢ Impact Aid discretionary construction grants fund emergency repairs and modernization of school facilities to certain eligible local educational agencies (LEAs) that receive Impact Aid.
  - o Emergency repair grants must be used to repair, renovate, or alter a public elementary or secondary school facility to ensure the health, safety, and wellbeing of students and school personnel.
  - o Modernization grants may be used to extend a public elementary or secondary school facility to ease overcrowding and provide facilities that support a contemporary educational program.
- ➢ The law specifies that applications for Emergency grants receive first and second priority in the competition, while applications for Modernization grants are treated as third and fourth priorities. The Elementary and Secondary Education Act, as amended, authorizes Impact Aid discretionary construction grant under Section 7003(b).
- ➢ Eligibility:

- o An LEA is eligible to receive an emergency grant under section 7007(b) of the Act if it has a school facility emergency that the Secretary has determined poses a health or safety hazard to students and school personnel.
- o To qualify under the first priority, the LEA must meet one of the following two criteria:
  - ▪ The LEA is eligible to receive formula construction funds for the fiscal year under section 8007(a) of the Act (20 U.S.C. 7707(a)) because it enrolls a high percentage (at least 50 percent) of federally connected children in average daily attendance (ADA) who either reside on Indian lands or who have a parent on active duty in the U.S. uniformed services. If qualifying under this criterion, the LEA must additionally:
    - Have no practical capacity to issue bonds
    - Have minimal capacity to issue bonds and have used at least 75 percent of its bond limit.
  - ▪ The LEA is eligible to receive funds for the fiscal year for heavily impacted districts under section 8003(b)(2) of the Act (20 U.S.C. 7707(b)(2))

Impact Aid Section 7002 – Payments for Federal Property

- ➢ Payments for Federal Property assist local school districts that have lost a portion of their local tax base because of Federal ownership of property. To be eligible, a school district must demonstrate that the Federal Government has acquired, since 1938, real property with an assessed valuation of at least 10 percent of all real property in the district at the time of acquisition.
- ➢ Eligibility:
  - o A local educational agency (LEA) is generally eligible for section 7002 assistance if it meets the following basic requirements:
    - ▪ The United States has acquired ownership of real property within the school district since 1938.
    - ▪ Such property was not acquired by exchange for other Federal property that the Federal Government owned before 1939, or
    - ▪ The assessed valuation of such property represented 10 percent or more of the total assessed valuation of all real property in the LEA at the time or times of Federal acquisition.
  - o An LEA may base its eligibility on a former district contained within its boundaries.
  - o The law provides a special exception for certain LEAs that meet the following criteria:
    - ▪ The LEA contains between 20,000 and 60,000 acres of land that has been acquired by the U. S. Forest Service between 1915 and 1990 as demonstrated by U.S. Forest Service records, and the LEA serves a county chartered by State law in 1875 or 1890

4) Native American-Serving Nontribal Institutions

- ➢ This program provides grants and related assistance to Native American-serving, nontribal institutions to enable such institutions to improve and expand their capacity to serve Native Americans and low-income individuals.

➢ This Web site provides information on the Native American-serving Nontribal Institutions Program authorized by the Higher Education Opportunity Act, 2008 (HEA, Title III, Part A, Section 319; CFDA# 84.031X) as well as the Native American-serving Nontribal Institutions Program Program originally authorized by the College Cost Reduction and Access Act of 2007 (HEA, Title III, Part F, Section 371; CFDA# 84.382C).

Types of Projects:
➢ Grants awarded under this section shall be used by Native American nontribal-serving institutions to assist such institutions to plan, develop, undertake, and carry out activities to improve and expand such institutions' capacity to serve Native and low-income individuals.
➢ Types of projects may include:
   o Purchase, rental, or lease of scientific or laboratory equipment for educational purposes, including instructional and research purposes;
   o Renovation and improvement in classroom, library, laboratory, and other instructional facilities;
   o Support of faculty exchanges, and faculty development and faculty fellowships to assist in attaining advanced degrees in the faculty's field of instruction;
   o Curriculum development and academic instruction;
   o Purchase of library books, periodicals, microfilm, and other educational materials;
   o Funds and administrative management, and acquisition of equipment for use in strengthening funds management;
   o Joint use of facilities such as laboratories and libraries;
   o Academic tutoring and counseling programs and student support services; and
   o Education or counseling services designed to improve the financial and economic literacy of students or the students' families.

Eligibility:
➢ Who May Apply: An institution of higher education is eligible to receive funds from the amounts available under this program if such institution is a Native American-serving nontribal institution as defined in the authorizing program statute and certifies, at the time of submission, that it has an enrollment of undergraduate students that is at least 10 percent Native American.
➢ NOTE: Applicants must first apply for and receive designation as an eligible institution. Refer to the Tips and Assistance section on the Eligibility page to find more information, the latest webinar schedule, and/or presentations regarding eligibility.

Applicant Information:
➢ All applicants are required to submit an application online through Grants.gov. Grants.gov is a single access point for over 1,000 grant programs offered by federal and other grant-making agencies.
➢ Through this site, you will be able to download a copy of the application package, complete it offline, and then upload and submit your application. If you experience problems submitting your application through Grants.gov, contact the Grants.gov Support Desk, toll free, at 1-800-518-4726. For program-specific questions, contact the program officer(s) below.
➢ If you use a telecommunications device for the deaf (TDD) or a text telephone (TTY), call the Federal Relay Service (FRS), toll free, at 1-800-877-8339. Individuals with disabilities can obtain this document and a copy of the application package in an accessible format (e.g., braille, large print, audiotape, or compact disc) on request to one of the program contact persons listed below.

5) Promise Neighborhoods

➢ Promise Neighborhoods, established under the legislative authority of the Fund for the Improvement of Education Program (FIE), provides funding to support eligible entities, including (1) nonprofit organizations, which may include faith-based nonprofit organizations, (2) institutions of higher education, and (3) Indian tribes.

➢ The vision of the program is that all children and youth growing up in Promise Neighborhoods have access to great schools and strong systems of family and community support that will prepare them to attain an excellent education and successfully transition to college and a career. The purpose of Promise Neighborhoods is to significantly improve the educational and developmental outcomes of children and youth in our most distressed communities, and to transform those communities by—

    o Identifying and increasing the capacity of eligible entities that are focused on achieving results for children and youth throughout an entire neighborhood;

    o Building a complete continuum of cradle-to-career solutions of both educational programs and family and community supports, with great schools at the center;

    o Integrating programs and breaking down agency "silos" so that solutions are implemented effectively and efficiently across agencies;

    o Developing the local infrastructure of systems and resources needed to sustain and scale up proven, effective solutions across the broader region beyond the initial neighborhood; and

    o Learning about the overall impact of the Promise Neighborhoods program and about the relationship between particular strategies in Promise Neighborhoods and student outcomes, including through a rigorous evaluation of the program.

➢ In subsequent years, contingent on the availability of funds, the Department intends to conduct competitions for new implementation and planning grants. While all eligible entities will be able to apply for implementation grants, eligible entities that have effectively carried out the planning activities described in the Notice Inviting Applications, whether independently or with a Promise Neighborhoods planning grant, are likely to be well positioned with the plan, commitments, data, and demonstrated organizational leadership and capacity necessary to develop a quality application for an implementation grant.

Eligibility:

➢ Who May Apply: Eligible organizations include:

    o Nonprofit organization that meet the definition of a nonprofit under 34 CFR 77.1(c), which may include a faith-based nonprofit organization;

    o Institutions of higher education as defined by section 101(a) of the Higher Education Act of 1965, as amended; and

    o Indian tribes.

➢ Eligibility for purposes of Absolute Priority 3 (Promise Neighborhoods in Tribal Communities):

    o An eligible applicant is an eligible organizations that partners with an Indian Tribe, or is an Indian Tribe that meets the definition of an eligible organization.

➢ To be eligible for an award, an eligible organization must:

    o Operate or propose to work with and involve in carrying out its proposed project, in coordination with the school's LEA, at least one public elementary or secondary school that is located within the identified geographic area that the grant will serve;

- o Currently provide at least one of the solutions from the applicant's proposed continuum of solutions in the geographic area proposed to be served; and
- o Be representative of the geographic area proposed to be served. This means that residents of the geographic area have an active role in decision-making and that at least one-third of the entity's governing board or advisory board is made up of:
  - § Residents who live in the geographic area proposed to be served
  - § Residents of the city or county in which the neighborhood is located who are low-income;
  - § Public officials who serve the geographic area proposed to be served (although not more than one-half of the governing board or advisory board may be made up of public officials); or
  - § Some combination of individuals from these three groups.

6) **Rural and Low-Income School Program**

➢ The purpose of the Rural and Low-Income School (RLIS) grant program is to provide rural districts with financial assistance for initiatives aimed at improving student achievement. The grant is non-competitive, and eligibility is determined by statute. Awards are issued annually to state education agencies (SEAs), which make sub-grants to local education agencies (LEAs) that meet the applicable requirements. Awards are made to all SEAs that apply and meet the applicable requirements of the act (see legislative citation above).

Program Description:

➢ Under the RLIS program grants are made to State educational agencies with eligible school districts. State education agencies subgrant RLIS funds to eligible school districts to pay for activities authorized under Titles I-IV of the ESEA, as well as parental involvement activities. If a State elects to not participate in the RLIS program, eligible school districts from that State are consider specially qualified agencies (SQAs) and can apply directly to the Department for RLIS awards. In order to be eligible school districts must have at least 20 percent of the children they serve come from families with incomes below the poverty line and be located in a rural area. The Catalog of Federal Domestic Assistance (CFDA) numbers for the RLIS and SQA programs are 84.358B and 84.358C.

Use of Funds:

➢ LEAs that receive RLIS grants may use the funds to carry out the following types of activities:
  - o Parental involvement activities
  - o Title I-A (Improving Basic Programs Operated by local education agencies)
  - o Title II-A (Supporting Effective Instruction)
  - o Title III (Language Instruction for English Learners and Immigrant Students)
  - o Title IV-A (Student Support and Academic Enrichment)

7) **Small and Rural School Achievement Program**

➢ The purpose of the Small, Rural School Achievement (SRSA) program is to provide rural LEAs with financial assistance to fund initiatives aimed at improving student academic achievement.

➢ Local education agencies (LEAs) are entitled to funds if they meet basic eligibility and application requirements. Awards are issued annually, and award amounts are determined using a formula.

Use of Funds:
- ➤ Grantees may use SRSA funds to carry out activities authorized under any of the following federal programs:
  - o Title I-A (Improving Basic Programs Operated by Local Education Agencies) Example: A school district develops an entrepreneurial education program to supplement its civics curriculum.
  - o Title II-A (Supporting Effective Instruction) Example: A school district pays the stipend for a prospective teacher to work alongside an effective teacher, who is the teacher of record, for a full academic year.
  - o Title III (Language Instruction for English Learners and Immigrant Students) Example: A school district offers an afterschool enrichment program for English learners.
  - o Title IV-A (Student Support and Academic Enrichment) Example: A school district purchases a bully prevention program for all schools.
  - o Title IV-B (21st Century Community Learning Centers) Example: A school district purchases instruments to supplement schools' band and orchestra programs.

Alternative Uses of Funds Authority:
- ➤ The Alternative Uses of Funds Authority allows SRSA-eligible LEAs greater flexibility in spending the funds they receive under Title II, Part A and Title IV, Part A, to best address the LEA's particular needs. Under the Alternative Uses of Funds Authority, LEAs are able to use their Title II, Part A and Title IV, Part A, funds to pay for activities under any of the allowable uses for SRSA grant funds. (See Section 5211(a) of the ESEA, as amended, for more information.)
  - o An SRSA-eligible LEA does not have to apply for SRSA funds in order to exercise the Alternative Uses of Funds Authority.
  - o An LEA that is eligible for both SRSA and RLIS may exercise this authority even if the LEA chooses to participate in RLIS instead of SRSA.
  - o Before exercising the Alternative Uses of Funds Authority, an eligible LEA must notify its state educational agency (SEA) of its intent to do so by the deadline established by the SEA. Eligible LEAs should reach out to their SEA contact for more information about the SEA's reporting requirements deadline.

8) Student Support and Academic Enrichment Program

- ➤ To improve student's academic achievement by increasing the capacity of States, local educational agencies, schools and local communities to: (1) provide all students with access to a well-rounded education; (2) improve school conditions for student learning; and (3) improve the use of technology in order to improve the academic achievement and digital literacy for all students.

Eligibility:
- ➤ Who May Apply
  - o State Educational Agencies

Applicant Information:
- ➤ State Educational Agencies (SEAs) shall submit a consolidated state plan to the Secretary for review and approval.

Section V

United States Department of Transportation

The Mission of the Department of Transportation is to ensure our nation has the safest, most efficient and modern transportation system in the world; that improves the quality of life for all American people and communities, from rural to urban, and increases the productivity and competitiveness of American workers and businesses.

1) BUILD Grants

➢ The Better Utilizing Investments to Leverage Development, or BUILD Transportation Discretionary Grant program, provides a unique opportunity for the DOT to invest in road, rail, transit and port projects that promise to achieve national objectives. Previously known as Transportation Investment Generating Economic Recovery, or TIGER Discretionary Grants, Congress has dedicated nearly $7.1 billion for ten rounds of National Infrastructure Investments to fund projects that have a significant local or regional impact.

➢ In each competition, DOT receives hundreds of applications to build and repair critical pieces of our freight and passenger transportation networks. The BUILD program enables DOT to examine these projects on their merits to help ensure that taxpayers are getting the highest value for every dollar invested.

➢ The eligibility requirements of BUILD allow project sponsors at the State and local levels to obtain funding for multi-modal, multi-jurisdictional projects that are more difficult to support through traditional DOT programs. BUILD can fund port and freight rail projects, for example, which play a critical role in our ability to move freight, but have limited sources of Federal funds. BUILD can provide capital funding directly to any public entity, including municipalities, counties, port authorities, tribal governments, MPOs, or others in contrast to traditional Federal programs which provide funding to very specific groups of applicants (mostly State DOTs and transit agencies). This flexibility allows BUILD and our traditional partners at the State and local levels to work directly with a host of entities that own, operate, and maintain much of our transportation infrastructure, but otherwise cannot turn to the Federal government for support.

How to Apply:

➢ Instructions for completing a Project Information Form are posted at http://www.transportation.gov/buildgrants/build-info. Please read the instructions thoroughly to ensure your Project Information Form is successfully completed.

➢ Final Applications must be submitted through Grants.gov. Please be aware that you must complete the Grants.gov registration process before submitting the Final Application, and that this process usually takes 2-4 weeks to complete and you can start the Grants.gov registration process now.

Section VI

United States Department of Treasury

The U.S. Department of the Treasury's mission is to maintain a strong economy and create economic and job opportunities by promoting the conditions that enable economic growth and stability at home and abroad, strengthen national security by combating threats and protecting the integrity of the financial system, and manage the U.S. Government's finances and resources effectively.

1) Community Reinvestment Act (CRA)

➢ The Community Reinvestment Act of 1977 (CRA) encourages certain insured depository institutions to help meet the credit needs of the communities in which they are chartered, including low- and moderate-income (LMI) neighborhoods, consistent with the safe and sound operation of such institutions.

2) New Markets Tax Credit Program

➢ The NMTC Program attracts private capital into low-income communities by permitting individual and corporate investors to receive a tax credit against their federal income tax in exchange for making equity investments in specialized financial intermediaries called Community Development Entities (CDEs). The credit totals 39 percent of the original investment amount and is claimed over a period of seven years.

Eligibility:
➢ NMTC Program applicants must be certified as CDEs by the CDFI Fund. For more information on CDE Certification, please see our CDE Certification page.
➢ CDE Certification is intended for community development financing intermediaries. Businesses seeking NMTC-enhanced financing should not apply for CDE Certification, but should instead contact CDEs directly. To locate a CDE serving your area, please visit our NMTC Awardee States Served map.

Section VII

United States Economic Development Administration

The U.S. Economic Development Administration's investment policy is designed to establish a foundation for sustainable job growth and the building of durable regional economies throughout the United States. This foundation builds upon two key economic drivers - innovation and regional collaboration. Innovation is key to global competitiveness, new and better jobs, a resilient economy, and the attainment of national economic goals. Regional collaboration is essential for economic recovery because regions are the centers of competition in the new global economy and those that work together to leverage resources and use their strengths to overcome weaknesses will fare better than those that do not. EDA encourages its partners around the country to develop initiatives that advance new ideas and creative approaches to address rapidly evolving economic conditions.

1) Public Works (PW) and Economic Adjustment Assistance (EAA)

EDA Public Works and Economic Adjustment Assistance program:
- ➢ Application submission and program requirements
  - o The Economic Development Administration's (EDA's) mission is to lead the Federal economic development agenda by promoting innovation and competitiveness, preparing American regions for economic growth and success in the worldwide economy. EDA fulfills this mission through strategic investments and partnerships that create the regional economic ecosystems required to foster globally competitive regions throughout the United States. EDA's Public Works and EAA programs provide economically distressed communities and regions with comprehensive and flexible resources to address a wide variety of economic needs. Projects funded by these programs will support the DOC Strategic Plan (2018-2022) by, among other things, leading to the creation and retention of jobs and increased private investment, advancing innovation, enhancing the manufacturing capacities of regions, providing workforce development opportunities and growing ecosystems that attract foreign direct investment. Through these programs, EDA supports bottom-up strategies that build on regional assets to spur economic growth and resiliency. EDA encourages its grantees throughout the country to develop initiatives that present new ideas and creative approaches to advance economic prosperity in distressed communities.
  - o Under this Notice of Funding Opportunity (NOFO), EDA solicits applications from applicants in order to provide investments that support construction, non-construction, planning, technical assistance, and revolving loan fund projects under EDA's Public Works program and Economic Adjustment Assistance (EAA) programs (which includes Assistance to Coal Communities). Grants and cooperative agreements made under these programs are designed to leverage existing regional assets and support the implementation of economic development strategies that advance new ideas and creative approaches to advance economic prosperity in distressed communities, including those negatively impacted by changes to the coal economy.

Research and National Technical Assistance (RNTA):

- ➢ Through the R&E program, EDA supports the development of tools, recommendations, and resources that shape Federal economic development policies and inform economic development decision-making. R&E program investments provide critical, cutting-edge research and best practices to regional, state, and local practitioners in the economic development field, thereby enhancing understanding and implementation of economic development concepts throughout the country. EDA also regularly evaluates the impacts and outcomes of its various programs as a means of identifying policy and program modifications that will increase the Agency's efficiency and effectiveness.
- ➢ EDA's NTA program supports a small number of projects that provide technical assistance at a national scope. These projects support best practices among communities trying to solve problems related to economic development goals. By working in conjunction with its national technical assistance partners, EDA helps States, local governments, and community-based organizations to achieve their highest economic potential. The NTA program supports activities that are beneficial to the economic development community nationwide and includes, but is not limited to, outreach, training, and information dissemination. It can also provide assistance with implementation of economic development best practices and proven techniques.

EDA Planning Program and Local Technical Assistance Program:
- ➢ Through its Planning and Local Technical Assistance programs, EDA assists eligible recipients in developing economic development plans and studies designed to build capacity and guide the economic prosperity and resiliency of an area or region. The Planning program helps support organizations, including District Organizations, Indian Tribes, and other eligible recipients, with Short Term and State Planning investments designed to guide the eventual creation and retention of high-quality jobs, particularly for the unemployed and underemployed in the Nation's most economically distressed regions. As part of this program, EDA supports Partnership Planning investments to facilitate the development, implementation, revision, or replacement of Comprehensive Economic Development Strategies (CEDS), which articulate and prioritize the strategic economic goals of recipients' respective regions. The Local Technical Assistance program strengthens the capacity of local or State organizations, institutions of higher education, and other eligible recipients to undertake and promote effective economic development programs through projects such as feasibility studies and impact analyses.

Section VIII

Institute of Museum and Library Services

The mission of IMLS is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development.

IMLS Strategic Goals are as follows:

➢ Promote Lifelong Learning: IMLS supports learning and literacy for people of all ages through museums and libraries.

➢ Build Capacity: IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.

➢ Increase Public Access: IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums.

➢ Achieve Excellence: IMLS strategically aligns its resources and relationships to support libraries and museums nationwide.

1) Grants to States Program

➢ Using a population based formula, grants are distributed among the State Library Administrative Agencies (SLAAs) every year. SLAAs are official agencies charged by law with the extension and development of library services, and they are located in:

    o Each of the 50 states and the District of Columbia;

What Do the Funds Support?

➢ Each year, over 1,500 Grants to States projects support the purposes and priorities outlined in the Library Services and Technology Act (LSTA). SLAAs may use the funds to support statewide initiatives and services, and they may also distribute the funds through competitive subawards to, or cooperative agreements with, public, academic, research, school, or special libraries or consortia (for-profit and federal libraries are not eligible).

➢ States and subrecipients have partnered with community organizations to provide a variety of services and programs, including access to electronic databases, computer instruction, homework centers, summer reading programs, digitization of special collections, access to e-books and adaptive technology, bookmobile service, and development of outreach programs to the underserved. To find out more about how funds are used in your state, search projects from the State Program Report (SPR). For more information about each SLAA and its priorities, visit your state profile page.

Who Does the Program Serve?

➢ Grants to States funds have been used to meet the needs of children, parents, teenagers, adult learners, senior citizens, the unemployed, and the business community. One of the program's statutory priorities is to address underserved communities and persons having difficulty using a library, and approximately ten percent of grant funds in recent years have supported library services for the blind and physically handicapped. The program also meets the needs of the current and future library workforce.

How Are Funds Allocated?

➢ The Grants to States program allocates a base amount to each of the SLAAs plus a supplemental amount based on population. You can see recent allotments for all the states

here as well as allotment tables that include the total program budget, matching funds, and data references.

How is the Program Evaluated?

➢ The Library Services and Technology Act requires each SLAA to submit a plan that details library services goals for a five-year period. SLAAs must also conduct a five-year evaluation of library services based on that plan. These plans and evaluations are the foundation for improving practice and informing policy. View all the states' five-year plans and five-year evaluations for library services.

➢ To strengthen the impact of the federal investment in the Grants to States program, IMLS and SLAAs have partnered to shift the way in which Grants to States program information is gathered and shared, improve program evaluation and reporting, and highlight evidence-based best practices. Results of this work are incorporated in the publicly accessible annual reporting tool known as the State Program Report (SPR).

Apply for a Grant:

➢ Search for available grants
   o Grant programs and deadlines can be searched by name, by eligible institution type, and by project type.
➢ Check eligibility requirements
   o Eligibility criteria will vary by program. Checking the program-specific criteria will help you ensure you're applying for the right grant for your institution.
➢ Read application Notice of Funding Opportunities
   o Read through the application Notice of Funding Opportunities carefully to get all the information you need on the grant program.
➢ Compose your application
   o Use the following Applicant Tools & Materials links to help you compose a stronger, more competitive application.
      ▪ Sample Applications - Examples of successful applications from previous years
      ▪ Outcome Based Evaluations - Introduction to and resources for successful program evaluation
      ▪ Shaping Outcomes - An IMLS-funded online course on outcomes-based planning and evaluation, which will help participants improve program designs and evaluations.
      ▪ Grantee Requirements - Administration and dissemination requirements for all grantees
      ▪ Reviewer Materials - Guidelines and handbooks used during application review
➢ Contact an IMLS Staff Member
   o We welcome calls from applicants and are happy to answer any questions about the grant application and review process. Conversations with staff can provide useful guidance and help you to explore how your idea may match the goals of a grant program. To reach an IMLS staff member please click on a link below for the grant program in which you are interested.
➢ Submit your application via Grants.gov
   o Consult our Grants.gov guidelines to ensure we will receive your application, complete and on-time. Read more.
➢ What happens next?

- o Learn how applications are reviewed and when grant announcements are made. [Read more](#).

2) Native American Library Services Basic Grants

- ➢ The goal of the Native American Library Services Basic Grants Program is to support existing library operations and maintain core library services.

Eligibility:
- ➢ Indian tribes are eligible to apply for funding under the Native American Library Services Basic Grants Program. See the Notice of Funding Opportunity for eligibility criteria for this program.

Cost Share Requirements:
- ➢ There are no requirements for cost sharing in this program.
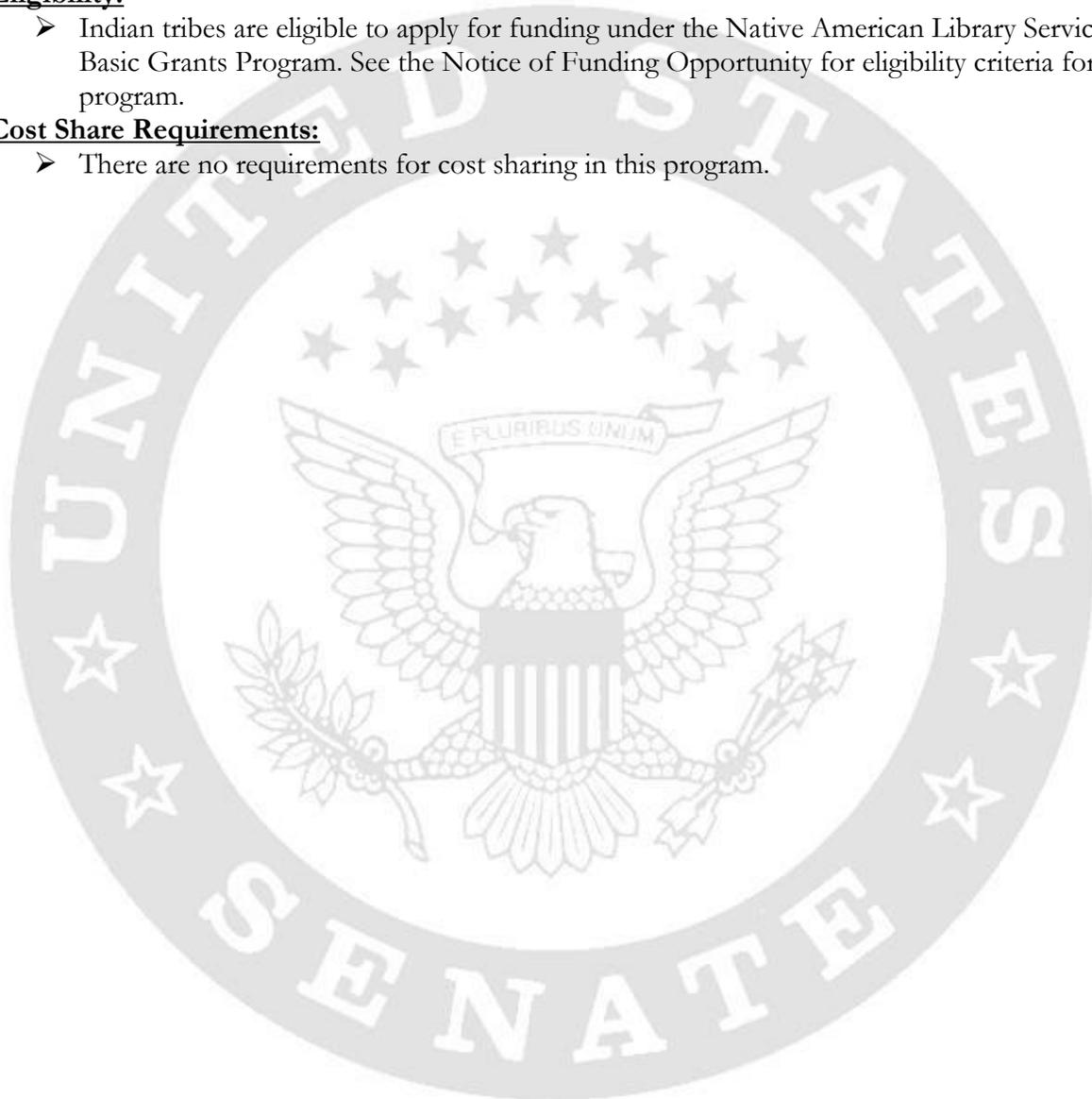
Section IX

Northern Border Regional Commission

The Northern Border Regional Commission is a Federal-State partnership for economic and community development in northern Maine, New Hampshire, Vermont, and New York. Each year, the NBRC provides Federal funds for critical economic and community development projects throughout the northeast. These investments lead to new jobs being created and leverages substantial private sector investments.

1) Economic & Infrastructure Development Program

➤ Since its founding in 2008, the NBRC Federal - State partnership has provided Federal grants to employment generating projects that have helped reduce poverty, unemployment, and outmigration. This is primarily accomplished through the NBRC's Economic & Infrastructure Development Investment program.

Who Can Apply?

➤ Public bodies, IRS recognized 501(c) organizations, Native American tribes, and the four NBRC State governments.

Prioritized grant projects include those that:

➤ Revitalize and modernize essential infrastructure in Northern Border region communities,

➤ Increase access, affordability, and use of high speed telecommunications by Northern Border residents and businesses,

➤ Stabilize and reduce electric and thermal energy costs,

➤ Retain, expand and diversify business enterprise that capitalizes on the region's natural, cultural, and economic assets,

➤ Position the Northern Border region as an attractive and supportive place for creative and entrepreneurial people,

➤ Support and expand a highly productive workforce with skills suited to existing and future business needs,

➤ Foster entrepreneurial leadership and capacity for community economic development, and

➤ Inform and align local, state, and regional economic development decision making with regional data and perspectives.

Decision Making Process:

➤ Consensus between the four State Governors and the Federal Co-Chair based on applications being prioritized by the States. State economic development plans influence decision-making as does the NBRC's Five Year Strategic Plan.

Are There Restrictions?

➤ Yes. Per statute, the NBRC annually assesses the economic and demographic distress of all NBRC counties. That data determines whether or not the Commission can provide investments within a county as well as what level of match is required for Commission funded projects. A breakdown of distress data categories and a current list of distressed counties for the 2018 grant round can be found at the Assessing Distress in NBRC Counties page.

Section X

National Science Foundation

The National Science Foundation (NSF) is an independent federal agency created by Congress in 1950 "to promote the progress of science; to advance the national health, prosperity, and welfare; to secure the national defense..." NSF is vital because we support basic research and people to create knowledge that transforms the future. This type of support:
➢ Is a primary driver of the U.S. economy.
➢ Enhances the nation's security.
➢ Advances knowledge to sustain global leadership.
We are the funding source for approximately 24 percent of all federally supported basic research conducted by America's colleges and universities. In many fields such as mathematics, computer science and the social sciences, NSF is the major source of federal backing.

1) Campus Cyberinfrastructure

➢ The Campus Cyberinfrastructure (CC*) program invests in coordinated campus-level networking and cyber infrastructure improvements, innovation, integration, and engineering for science applications and distributed research projects. Learning and workforce development (LWD) in cyberinfrastructure is explicitly addressed in the program. Science-driven requirements are the primary motivation for any proposed activity.

Eligibility:
➢ Who may submit proposals:
  o Institutions of Higher Education (IHEs) - Two- and four-year IHEs (including community colleges) accredited in, and having a campus located in the US, acting on behalf of their faculty members. Special Instructions for International Branch Campuses of US IHEs: If the proposal includes funding to be provided to an international branch campus of a US institution of higher education (including through use of subawards and consultant arrangements), the proposer must explain the benefit(s) to the project of performance at the international branch campus, and justify why the project activities cannot be performed at the US campus.
  o Non-profit, non-academic organizations: Independent museums, observatories, research labs, professional societies and similar organizations in the U.S. associated with educational or research activities.
➢ Limit on Number of Proposals per Organization:
  o None

Proposal Preparation and Submission Instructions:
➢ Letters of Intent: Not required
➢ Preliminary Proposal Submission: Not required
➢ Full Proposals: Full Proposals submitted via FastLane: NSF Proposal and Award Policies and Procedures Guide (PAPPG) guideline sapply. The complete text of the PAPPG is available electronically on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg.

➢ Full Proposals submitted via Research.gov: NSF Proposal and Award Policies and Procedures Guide (PAPPG) guidelines apply. The complete text of the PAPPG is available electronically on the NSF website at: https://www.nsf.gov/publications/pub_summ.jsp?ods_key=pappg.

➢ Budgetary Information Cost Sharing Requirements: Inclusion of voluntary committed cost sharing is prohibited.

➢ Indirect Cost (F&A) Limitations: Not Applicable Other Budgetary Limitations: Not Applicable

2) US Ignite

➢ US Ignite is an initiative that seeks to promote US leadership in the development and deployment of next-generation gigabit applications with the potential for significant societal impact. The primary goal of US Ignite is to break a fundamental deadlock: there is insufficient investment in gigabit applications that can take advantage of advanced network infrastructure because such end-to-end infrastructure is rare and geographically dispersed. And conversely, there is a lack of broad availability of advanced broadband infrastructure for open experimentation and innovation because there are few advanced applications and services to justify it. US Ignite aims to break this deadlock by providing incentives for imagining, prototyping, and developing gigabit applications that address national priorities, and by leveraging and extending this network testbed across US college/university campuses and cities.

➢ This solicitation builds on the experience and community infrastructure gained from initial US Ignite activities to further engage the US academic research and non-profit communities along with local cities, municipalities, and regions in exploring the challenges of developing and applying next-generation networking to problems of significant public interest and benefit. In particular, this solicitation has two focus areas: the first encourages the development of application ideas and prototypes addressing national priority areas that explore new uses for high-speed networks and give rise to the Smart & Connected Communities of the future, as well as novel networking and application paradigms; and the second pursues fundamental research advances in networking technology and protocols that will further both the capabilities and our understanding of gigabit networking infrastructure to meet current and future application demands. In 2016, NSF is also working with the U.S. Department of Justice (DOJ) Office for Access to Justice (ATJ) to identify additional application ideas and prototypes and basic research directions that may serve national priority areas of mutual interest.

Section XI

Appalachian Regional Commission

The Appalachian Regional Commission (ARC) is a regional economic development agency that represents a partnership of federal, state, and local government. Established by an act of Congress in 1965, ARC is composed of the governors of the 13 Appalachian states and a federal co-chair, who is appointed by the president. Local participation is provided through multi-county local development districts. ARC invests in activities that address the five goals identified in the Commission's strategic plan:

➤ Economic Opportunities
   o Invest in entrepreneurial and business development strategies that strengthen Appalachia's economy.
➤ Ready Workforce
   o Increase the education, knowledge, skills, and health of residents to work and succeed in Appalachia.
➤ Critical Infrastructure
   o Invest in critical infrastructure—especially broadband; transportation, including the Appalachian Development Highway System; and water/wastewater systems.
➤ Natural and Cultural Assets
   o Strengthen Appalachia's community and economic development potential by leveraging the Region's natural and cultural heritage assets.
➤ Leadership and Community Capacity
   o Build the capacity and skills of current and next-generation leaders and organizations to innovate, collaborate, and advance community and economic development.

Each year ARC provides funding for several hundred investments in the Appalachian Region, in areas such as business development, education and job training, telecommunications, infrastructure, community development, housing, and transportation. These projects create thousands of new jobs; improve local water and sewer systems; increase school readiness; expand access to health care; assist local communities with strategic planning; and provide technical and managerial assistance to emerging businesses.

1) Distressed Counties Grants

➤ ARC targets special resources to the most economically distressed counties in the Region, using a measure of economic distress based on three economic indicators: three-year average unemployment rates, per capita market income, and poverty rates. Besides allocating funding to benefit distressed counties, ARC has established other policies to reduce economic distress. ARC normally limits its maximum project funding contribution to 50 percent of costs, but it can increase its funding share to as much as 80 percent in distressed counties.

Project Applications:
➤ To assist the Commission with the project evaluations required by the ARDA and the Code, all applications for ARC assistance should provide the following information and explanations:
   o Identification and description of grantee.

- o Identification and description of the area to be served by the project.
- o A brief statement of the objective of the project and an explanation of its relationship to one or more of the Commission's Strategic Goals.
- o A description of the project rationale, including a description of the needs and specific problems to be addressed by the project and a demonstration of the need for ARC financial assistance, including reasonable assurances that the project makes use of all available federal and non-federal funds. An application for an ARC-assisted construction project should include a discussion of any efforts that may have been made to improve the energy efficiency of the project.
- o A detailed description of the work to be undertaken with grant and matching funds with pertinent budget information. Matching funds should be identified by amount and source with evidence of assurance that such funds are available. The application shall also provide reasonable assurance that there is management capability to carry out the project effectively.
- o A description of the output and outcome benefits to be derived from the project with particular emphasis on the extent to which the benefits to the area being served by the project will be realized on a continuing rather than a temporary basis. Benchmarks and performance measures shall be identified for each ARC-assisted project using the following definitions:
  - ▪ Output measures are indicators that count the goods and services produced by an individual or agency.
  - ▪ Efficiency measures are indicators that measure the unit cost associated with a given output.
  - ▪ Outcome measures are indicators that measure the actual impact of public benefit of the actions of an individual or agency.

2) Partnerships for Opportunity and Workforce and Economic Revitalization (POWER)

➢ POWER (Partnerships for Opportunity and Workforce and Economic Revitalization) is a congressionally funded initiative that targets federal resources to help communities and regions that have been affected by job losses in coal mining, coal power plant operations, and coal-related supply chain industries due to the changing economics of America's energy production.

What Types of Grants Are Available?

➢ When seeking a grant, consider the types of funding your project will require. Are you seeking to fund all or just a part of your project? Does your budget involve one-time costs, or on-going costs? Can you raise enough funds from other sources to match a challenge grant?

➢ Grants generally fall into these categories:
- o Start-up grant (also known as "seed money") funds start-up costs, rather than ongoing expenses. Example: purchasing a vacant warehouse and converting it to a community center.
- o Project grant funds a specific program or project. Example: buying computers for an after-school tutoring program.
- o Operating grant funds the costs of an on-going program. Example: paying the rent or staff salaries of a health clinic.

- o Restricted grant funds a specific part of a program or project. Example: paying only for the textbooks for a GED program.
- o Challenge grant matches funds raised through other sources. Example: A $50,000 grant to a local food pantry, if the organization can raise an additional $50,000.
- o In-kind grant (also called a non cash grant) a contribution other than a direct cash grant. Example: the free use of an office and office equipment.

3) Telecommunications: Information Age Appalachia

➢ Access to advanced telecommunications infrastructure for all Appalachian communities is essential for the Region to reach economic parity with the nation. Unlike other infrastructure systems, such as water and highways, the responsibility for building telecommunications infrastructure lies mainly in the private sector. But building advanced telecommunications infrastructure in low-density rural areas is difficult for private companies to achieve without subsidies to assist with construction costs.

➢ ARC, through its Information Age Appalachia (IAA) program, is engaged in helping make advanced communications systems a reality in all of Appalachia. IAA is built around four main pillars: access to infrastructure, training and education, e-commerce, and tech job creation. The program is also geared toward assisting in the uses of an advanced telecommunications infrastructure, including
- o Distance learning applications for rural school systems;
- o Advanced telemedicine applications for rural health clinics;
- o High-speed internet access for business applications; and
- o Access to training curriculum for workforce training.

➢ ARC partners with public entities and non-profit institutions as well as with information providers and other private-sector companies in an effort to spread access to telecommunications infrastructure and applications throughout the Region.

Program Activities:

➢ Improving Telecommunications Access
- o ARC projects expand access to telecommunications within Appalachia by helping create community broadband networks that can be used by all sectors within the community, piloting the use of emerging technologies, installing fiberoptic rings, and equipping industrial parks and business incubators with broadband technology. In doing so, ARC has encouraged the use of all types of technologies—cable, DSL, fiber, wireless, and satellite.
- o Projects include a regional fiber network across northeast Mississippi; wireless demonstrations in rural New York, Ohio, Pennsylvania, Virginia, West Virginia, and Georgia; and a regionwide effort in Kentucky to compile an inventory of broadband access across the 51 Appalachian counties and work with the private sector to substantially increase broadband coverage. In Maryland, a county-wide high-speed wireless network, funded by ARC over several years, now serves over 4,500 customers, and over the past several months, an average of 6–8 new businesses have joined the network each week. In addition, two Internet service providers have announced plans to serve the county.
- o The agency has also implemented a robust program of strategic planning, "demand aggregation," and technical assistance that enhances the ability of communities to attract private investment for deploying broadband services and prepares communities to take economic advantage of the technology. As a result of these

efforts, in Ohio the number of telephone central offices that are enabled with DSL jumped from 46 in 2002 to 168 in 2004, while in New York three local development districts are working with local telephone companies to create a regional broadband network reaching across the state's Southern Tier.
- o Finally, ARC encourages all basic infrastructure projects to consider whether a telecommunications component would enhance the value of the project.
- ➢ Deploying Telecommunications Applications
    - o Much of ARC's funding has gone for telecommunications applications that enable communities to capitalize on broadband access. Distance learning, telemedicine/telehealth, workforce development, and e-government activities frequently garner Commission support. By demonstrating concrete uses of technology, these application-oriented projects also help generate increasing demand for technology within the community. This increased demand, when coupled with other telecommunications activities in the community, frequently spurs private competition and enhanced service.
    - o To help make these projects sustainable, ARC requires that networks include more than one type of service. In Delhi, New York, for example, a wireless broadband network, anchored at the local college, links the high school, a senior citizens' center, the state Department of Transportation regional office, the community library, village and county government offices, and the SUNY Delhi campus. Because of the availability of broadband, the town is now considering establishing a technology-oriented business incubator.
    - o Slightly more than half of ARC's telecommunications projects have included a telemedicine or telehealth component, often linking rural clinics with the medical staffs and resources of more urban hospitals. These grants improve access to health care, reduce health care costs, and improve the quality of health care by facilitating collaboration between general practitioners in rural settings and specialists in more urban environments.
    - o Distance learning projects are often used by rural school districts to help meet the requirements of the No Child Left Behind Act, while e-government encourages the use of technology by local governments to more efficiently deliver services to their citizens. In Pickens County, Alabama, an economically distressed county, an ARC-funded fiber network combines both distance learning (linking the only Spanish teacher in the county with three rural schools), and e-government (networking the sheriff's office, criminal justice facilities, and human services).
    - o ARC also provides technical assistance to communities and nonprofit organizations in developing and customizing applications that will improve their ability to provide services over the Internet. Through ARC funding, a local development district in Pennsylvania has helped create almost 40 new Web sites for organizations across an 11-county area.

Section VII

Letters of Support from Senator Gillibrand

While Senator Gillibrand does NOT decide which organizations are awarded grants, there are instances in which it is appropriate for Senator Gillibrand to write a letter of support for an application. If you wish to request a letter of support for your application, you must supply Senator Gillibrand with the following:

1. A description of your organization
2. Summary of the application
3. a description of what the money will be used for
4. a draft letter of support

Please forward this information to the nearest regional office

Capital District
Senator Kirsten Gillibrand
Leo W. O'Brien Federal Office Building
11A Clinton Avenue
Room 821
Albany, NY 12207
Tel: (518) 431-0120
Fax: (518) 431-0128

Western New York
Senator Kirsten Gillibrand
Larkin at Exchange
726 Exchange Street, Suite 511
Buffalo, NY 14210
Tel: (716) 854-9725
Fax: (716) 854-9731

Long Island
Senator Kirsten Gillibrand
155 Pinelawn Road
Suite 250 North
Melville, NY 11747
Tel: (631) 249-2825
Fax: (631) 249-2847

New York City
Senator Kirsten Gillibrand
780 Third Avenue
Suite 2601
New York, New York 10017
Tel. (212) 688-6262
Fax (866) 824-6340

North Country
Senator Kirsten Gillibrand
PO Box 749
Lowville, NY 13367
Tel. (315) 376-6118
Fax (315) 376-6118

Rochester-Finger Lakes Region
Senator Kirsten Gillibrand
Kenneth B. Keating Federal Office Building
100 State Street
Room 4195
Rochester, NY 14614
Tel. (585) 263-6250
Fax (585) 263-6247

Central New York
Senator Kirsten Gillibrand
James M. Hanley Federal Building
100 South Clinton Street
Room 1470
PO Box 7378
Syracuse, NY 13261
Tel. (315) 448-0470
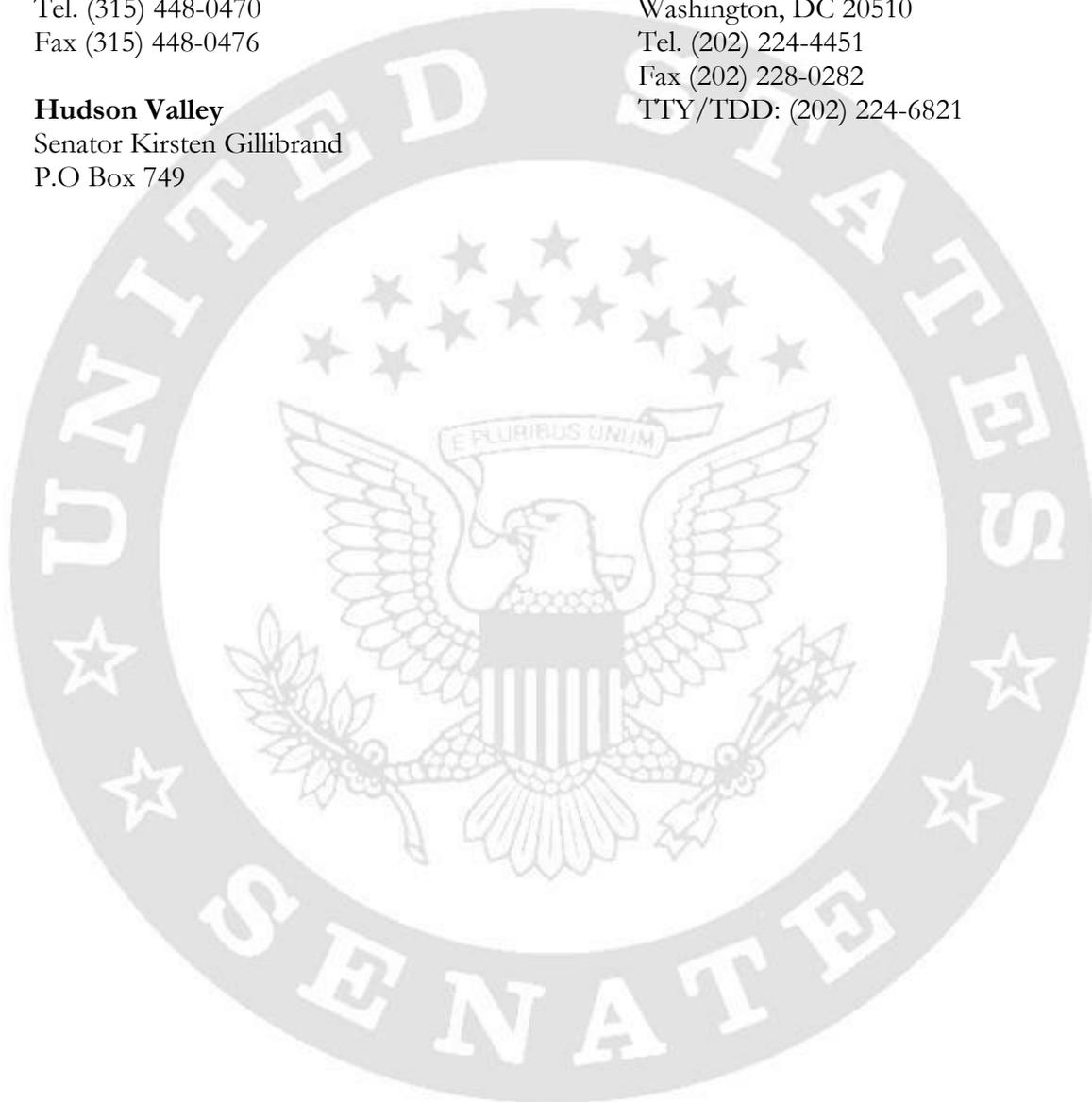Fax (315) 448-0476

Hudson Valley
Senator Kirsten Gillibrand
P.O Box 749

Yonkers, NY 10710
Tel. (845) 875-4585

Washington D.C.
Senator Kirsten Gillibrand
United States Senate
478 Russell Senate Office Building
Washington, DC 20510
Tel. (202) 224-4451
Fax (202) 228-0282
TTY/TDD: (202) 224-6821

Grant Guide Order Form

If you would like to order additional grant guides from our office, please indicate what guides you would like to have and complete the below address information. If you have any questions, please contact us at (212) 688-6262.

Guide

__Affordable Housing

__Ag/ Rural Development

__At Risk Youth / Anti Gang

__Broadband

__Brownfields/Superfund Site Cleanup

__City Infrastructure

__Faith-Based / Community Initiatives

__Fire and Emergency Services

__General Grants

__Green Energy and Clean Technology

__Green Schools

__Higher Education

__Historic Preservation/Arts/Culture/Tourism

__Home Heating and Weatherization

__Homeland Security

__Innovation and Cluster Based Economic Development

__K-12 Education and Libraries

__Lead Paint Remediation

__Minority and Women Owned Business

__Obesity Prevention / Nutritious Foods

__Senior Services

__Small Business

__Social Services /Community Groups

__Veterans Services

__Water and Wastewater Funding

Mail to: **Senator Kirsten Gillibrand, 780 Third Ave, 26ᵗʰ Floor, New York , New York 10017**

Name:_____

Title:_____

Organization:_____

Address:_____

City, State, ZIP:_____

<u>Casework Form</u>

If you have encountered a problem involving a federal government agency or federally subsidized benefit that you have not been able to successfully resolve, Senator Kirsten Gillibrand's staff of constituent liaisons may be able to assist you in the following areas:

Employment Issues: including assistance with disability benefits, employer-provided health care plans and COBRA, Family Medical Leave Act (FMLA) benefits, pensions, unemployment benefits, Federal and State Workers Compensation claims, and retirement-related issues.

Consumer Affairs: including assistance obtaining a home loan modification under the Making Home Affordable Program, insurance claims, dissatisfaction with consumer products or services, environmental regulations, and concerns regarding air quality, water or land contamination.

Immigration Issues: including issues with visitor visas, family and employment based visas, lawful permanent resident status, naturalization, international adoptions, detention, passports, customs and border issues, and assistance to American Citizens in crisis abroad.

Veteran Issues: including issues with VA pension and disability benefits, education benefits, veteran burial or funeral issues, and issues regarding the VA medical centers.

IRS Issues: including connecting constituents with the Taxpayer Advocate Service to address federal tax issues including lost or delayed tax refunds, penalty abatements, payment installation plans, tax credits, referrals to IRS Low Income Tax Clinics and paper tax forms.

Military Issues: including issues pertaining to the Department of Defense, Army, Navy, Marine Corps, Air Force, Coast Guard, Reserves and New York State National Guard, as well as obtaining military records, medals and academy nominations.

Health Care Issues: including issues with Medicare and Medicaid, health insurance, insurance providers, nursing homes, hospitals, prescription drugs, and 9/11 health matters.

Social Security: including issues with Supplemental Security Income, Social Security Disability, survivors' benefits, and retirement benefits.

Social Services: including issues with food stamps, HEAP (low-income heating program), FEMA and disaster relief, and issues related to federally subsidized housing.

Please visit the "Help" section of www.gillibrand.senate.gov or call (212) 688-6262 for further information. Please note that if you are seeking assistance with a case that involves a lawsuit or litigation, Senate Rules prohibit the Office of Senator Gillibrand from giving legal advice or intervening in the proceedings.