

Washington State University Extension Community Technology Opportunity Program Request for Proposals (RFP)

This is a grant-giving program for organizations that provide hands-on technology access and training in serving residents of Washington state. Awarded grants will reimburse 75% of approved eligible expenses for specific community technology projects between August 1, 2008 and June 15, 2009. Grant proposals are due July 14, 2008; awards will be announced August 1, 2008. Grants will be awarded and administered by Washington State University Extension.

Background

The Community Technology Opportunity Program (CTOP) was created by an act of the 60th Washington State Legislature -- please see [SSB 6438](#). Washington State University (WSU) Extension has been tasked in the Legislature to administer two components of CTOP: 1) a grant-giving program and 2) a capacity-building program. This Request for Proposal relates to CTOP's grant-giving component. CTOP was established to support and advance Community Technology Programs that provide "digital inclusion" activities for Washington's under-served and low-income residents. Descriptions of *Community Technology* and *Digital Inclusion* are provided in Appendix A.

Program Goals

CTOP Grants will be awarded to promising community technology projects that will deliver measurable and meaningful impact for low-income and under-served residents of Washington state addressing one or more aspects of digital inclusion:

- Accessing Technology – For example, providing clients access to the Internet and/or end-user equipment (hardware and software)
- Building Skills – For example, helping clients develop the skills required to utilize the technology (hardware, software, networks) effectively for essential services, education, employment, civic engagement and cultural participation.
- Content – For example, providing clients with digital information on available needed services, culturally- and educationally-appropriate materials, digital communication appropriate to reach underserved communities, and content produced and distributed by residents, businesses and organizations with lower outreach resources.

Specifically, CTOP-funded projects will deliver one or more of the following impact types to under-served and low-income residents in Washington state:

1. Employment Skills – For example, helping clients learn how to use a computer and Internet to strengthen their ability to become employed, such as producing a resume, learning how to interview, searching for a job, etc.
2. Education Enhancement – For example, providing targeted supplemental learning support for students challenged by limited learning resources such as a safe learning environment, high quality learning materials, culturally appropriate curricula and pedagogy, etc.
3. Financial Literacy – For example, helping clients learn about and utilize financial tools such as EITC, debt reduction, savings strategies, asset management, etc.
4. Social Inclusion – For example, teaching and empowering clients to use digital technologies to express themselves in, and participate in broader community contexts through, positive and constructive ways.

5. Access to Information – For example, teaching clients about and enabling them to use digitally accessible information about services they need to improve their lives.
6. Micro-Enterprise Development – For example, training clients in basic skills necessary to start and successfully run their own business.

Funds Available

As administrator of the CTOP grant program, WSU will award \$350,000 among approximately ten (10) community technology projects serving Washington's residents. An appropriate request size ranges between \$10,000 and \$50,000. CTOP grants will provide 75% reimbursement for approved eligible expenses directly related to the awarded project (see Appendix B). Expenses to be reimbursed must be incurred during the period between August 1, 2008 and June 15, 2009. Grant proposals are due July 14, 2008. Awards will be announced August 1, 2008. All CTOP funds must be expended by grantees by or before June 15, 2009. CTOP funds will be distributed to grantees via monthly or quarterly invoices submitted to WSU – details on the invoicing process and other details of the grant program will be provided during the Grantee Orientation meeting scheduled on September 17, 2008 – location to be determined, alternatives to attending in person will be provided.

Eligibility

Organizations eligible to apply for a CTOP grant must be a non-profit organization with IRS tax designation as a 501(c), a Federally-recognized Tribe or a designated public entity partnering with a 501(c)3 organization on the proposed project. In cases of partnerships between public entities and 501(c)3 organizations, it is encouraged (not required) that a 501(c)3 organization is the project's fiscal agent.

Projects eligible for CTOP funding must meet the following criteria:

1. Be definable as a community technology project (see Appendix A).
2. Address the assessed needs of under-served and low-income residents of Washington state. Evidence that the proposed project is needed and will be used by the population identified in the proposal as the project's beneficiaries.
3. Address one or more aspect of digital inclusion (see Appendix A).
4. Address one or more of the impact types (see Appendix D).

Proposal Format & Scoring

Proposals for CTOP grants must address seven (7) elements.

- Elements 1 through 6: Project Narrative – Using the Project Narrative proposal template (available www.cbdd.wsu.edu/ctop/), provide details on the proposing organization, project personnel, and the proposed project's goals, objectives, plan and assessment. Please see Appendix E for details of the Project Narrative proposal template.
- Element 7: Project Budget – Using the Project Budget spreadsheet template (available at www.cbdd.wsu.edu/ctop/), provide details of the project's total cost, a summary of eligible costs for which CTOP grants will fund 75% (provided as a reimbursement), and descriptions of likely and/or known sources of the additional funding. Please see Appendix F for details of the Project Budget spreadsheet.

The format for the Project Narrative (Elements 1 through 6) must conform to the following formatting:

- Page length is limited to eight (8) pages – fewer pages are acceptable, more pages are NOT acceptable
- 1-inch margins around (top, bottom, left and right)
- Use 12pt Times-family font
- No footnotes or endnotes
- Do not rely on linked materials – the Project Narrative should be a self-contained document

The following table provides brief descriptions of the seven (7) proposal elements. Please note that each element is assigned a scoring weight that will be used in evaluating the quality of each CTOP grant proposal.

	Element	Description	Points	
Project Narrative	1	<i>Identifying Information</i>	Details on the organization(s) and key individuals involved in the proposed project	5 points
	2	<i>Goals & Objectives</i>	Clear statement of proposed project goals and objectives	10 points
	3	<i>Assessed Need</i>	Statement of need, based on assessment, for project and description of the organization’s successful experience working with the identified community- and/or population-type	10 points
	4	<i>Responsiveness to CTOP Goals</i>	Responsiveness to CTOP Grant Program Goals (aspects of digital inclusion and impact types)	15 points
	5	<i>Project Plan</i>	Detailed project plan, including: <ul style="list-style-type: none"> • Scope of work • Benchmarks • Timeline • Sustainability 	35 points
	6	<i>Expected Impacts</i>	Explanation of expected project impact (see Appendix D), including descriptions of: <ul style="list-style-type: none"> • Impact Type • Activity • Outputs • Results 	20 points
Project Budget	7	<i>Budget</i>	Clear explanation of expected project expenses (see Appendix F) <ul style="list-style-type: none"> • Total project costs • Summary of eligible costs for 75% reimbursement from CTOP • Expected source of 25% matching funds 	5 points

Submitting a Proposal

Deadline: All proposals must be received via email by 5p (Pacific) on Monday, July 14, 2008. Proposals received after this time will not be accepted.

Proposals must be submitted via email to matthew_mitchell@wsu.edu with the following four (4) attachments:

1. Completed Project Narrative proposal template (Appendix E) – Download the Project Narrative template posted at www.cbdd.wsu.edu/ctop/.
2. Completed Project Budget spreadsheet template (see Appendix F) – Download the Project Budget spreadsheet template posted at www.cbdd.wsu.edu/ctop/.
3. Letter from the IRS demonstrating the primary applicant or partnering organization has Federal 501(c)3 tax status or proof of being a Federally-recognized Tribe.
4. Recent organizational fiscal report/audit

No other attachments will be accepted.

Incomplete submissions will not be accepted. Submissions without all four attachments noted above will not be reviewed.

To ensure your submission is handled quickly, the subject line of the email must be formatted as follows:

CTOP Grant Proposal: *your project's title**

* - please limit your project's title to first five words of the title and insert the title after the words "CTOP Grant Proposal:". For example, for the project titled "*Improving Homework Skills for Youth in East Wenatchee by Building Google APIs*" would be submitted by email with the following subject line:

CTOP Grant Proposal: Improving homework skills for youth

Successful and complete submissions will be confirmed within 2 business days. If you do not receive a confirmation within this period, please contact Matt Mitchell at 509-358-7685 or matthew_mitchell@wsu.edu.

Timeline

- Proposal Deadline: 5p (Pacific) July 14, 2008
- Award Announcement Date: August 1, 2008
- Grantee Orientation: September 17, 2008
- Project Implementation Period: August 1, 2008 to June 15, 2009
- Final Invoice Due: June 15, 2009
- Final Report Due: June 30, 2009

Appendix A: Community Technology & Digital Inclusion

Community Technology programs are community-serving efforts engaged in the diffusion of Information and Communications Technology in local communities, particularly in under-served and low-income areas, for the purposes of providing education and skill-building opportunities, hardware and software, Internet connectivity, and development of locally relevant content and delivery of vital services through technology.

Digital Inclusion as social inclusion in the 21st century that ensures individuals and disadvantaged groups have access to, and skills to use, Information and Communication Technologies (ICT) and are therefore able to participate in and benefit from Washington's growing knowledge and information society.

Community technology programs, including those providing community labs (such as Community Technology Centers) are Digital Inclusion programs – they enable Washington's residents to be included in Washington's digital society by helping these residents access technology, build skills and make beneficial use of digital content.

Appendix B: Eligible & Ineligible Expenses

Eligible Expenses

- Computer hardware, printers, and peripherals.
- Software (except software available by donation directly from vendors or from Tech Soup - <http://www.techsoup.org>).
- Telecommunications hardware.
- A portion of staffing costs (and fringe benefits) necessary to execute the project. Administrative expenses as direct costs of the project may be eligible.
- Partial costs for outside evaluators for projects of significant size and importance.
- Partial costs for curriculum development.
- Supplies to execute project (not administrative supplies).
- Public information costs related to recruiting clients, if needed.
- Initial and ongoing project staff-training and professional development costs.
- Installation and ongoing technical support costs.

Ineligible Expenses

- Building capital or land purchase expenses.
- Rent, utilities (including phone), and other overhead cost.
- Administrative Overhead and/or Indirect costs.
- Fees or costs for your clients to take classes from other organizations.
- Furniture, except for specialized furniture to accommodate persons with disabilities.
- Electronic security and room sound systems.
- Staff computers or computers that will only ever be used by one person.
- Endowment

Reminder: CTOP awards are reimbursement grant and will only cover 75% of eligible expenses.

Appendix C: 1-to-3 Matching Requirement

SSB 6438 requires recipients of CTOP grantees to provide evidence of a 25% match for all eligible expenses related to the awarded project. Grants awarded by WSU will cover 75% of eligible expenses paid as a reimbursement. On a monthly basis, grantees will invoice WSU for reimbursement of 75% of eligible expenditures. This invoice will require reasonable proof that the expenditure was paid by grantee. WSU will accept an expense log. Details of invoicing procedures will be covered during a Grantee Orientation meeting scheduled for September 17, 2008.

Appendix D: Project Impacts

Project proposals must address one or more of the following impact types:

1. Employment Skills – For example, helping clients learn how to use a computer and Internet to strengthen their ability to become employed, such as producing a resume, learning how to interview, searching for a job, etc.
2. Education Enhancement – For example, providing targeted supplemental learning support for students challenged by limited learning resources such as a safe learning environment, high quality learning materials, culturally appropriate curricula and pedagogy, etc.
3. Financial Literacy – For example, helping clients learn about and utilize financial tools such as EITC, debt reduction, savings strategies, asset management, etc.
4. Social Inclusion – For example, teaching and empowering clients to use digital technologies to express themselves in, and participate in broader community contexts through, positive and constructive ways.
5. Access to Information – For example, teaching clients about and enabling them to use digitally accessible information about services they need to improve their lives.
6. Micro-Enterprise Development – For example, training clients in basic skills necessary to start and successfully run their own business.

Proposals must identify which impact type(s) the project will deliver, and for each impact type addressed, proposals must describe:

1. Project Activity – What activities will this project accomplish, and how does each activity contribute to the specified impact type?
2. Expected Outputs – What will this project produce? For example, number of clients served, number of classes taught, number of workstations installed, quality of curriculum developed, etc.
3. Results – How will the beneficiaries of this project be impacted as a result of this project? For example, how many clients will be hired, how many clients will be able to do something meaningful and constructive using the Internet that they could not do before, etc.

Please note, CTOP will provide all grantees with a reporting system. A Grantee Orientation meeting will be conducted on September 16, 2008 (location to be determined, alternatives to attending in person will be provided) where the reporting system will be introduced along with other details of the grant program.

Appendix E: Project Narrative

Please download the Project Narrative proposal template at: www.cbdd.wsu.edu/ctop/. Below are details regarding how to complete the Project Narrative. Project Narratives must not exceed 8 pages in length (fewer pages are acceptable, more pages are NOT acceptable), and must use the following formatting:

- 1-inch margins around (top, bottom, left and right).
- 12 pt Times-family font.
- No footnotes or endnotes.
- Do not rely on linked materials – the Project Narrative should be a self-contained document.

1. Identifying Information

- Project Title** – What is the name of the project?
- Organization Name** – What is the name of the proposing organization?
- Also Known As** – If the organization is known by another name, what is it? For example, “Washington State University” is sometimes known as “Wazzu.”
- Address** – What is the organization’s mailing address?
- City, State, Zip** – What is the city, state and zip for this mailing address?
- Phone** – What is the main telephone number for the organization? Please format as (xxx) xxx-xxxx.
- Fax** – What is the main fax number for the organization? Please format as (xxx) xxx-xxxx.
- Website Address** – If applicable, what is the main website for the organization?
- Federal Tax ID** – What is the Federal Tax Identification number of the primary applicant or lead non-profit partner organization? Please include the hyphen in the number.
- Annual Budget** – What was the lead or partnering non-profit organization’s annual budget for 2007? Please format as \$00,000,000.
- Organization’s Mission** – Succinctly state the proposing organization’s mission.
- Contact for Organization**
 - First Name**
 - Middle Name (initial)**
 - Last Name**
 - Title**
 - Phone** – What is this person’s direct telephone number? Please format as (xxx) xxx-xxxx.
 - Extension** – (if applicable)
 - Fax** – Please format as (xxx) xxx-xxxx.
 - Email Address**
- Contact for Project** (if different than “Contact for Organization”)
 - First Name**
 - Middle Name (initial)**
 - Last Name**
 - Title**
 - Phone** – What is this person’s direct telephone number? Please format as (xxx) xxx-xxxx.

- vi. **Extension** – (if applicable)
- vii. **Fax** – Please format as (xxx) xxx-xxxx.
- viii. **Email Address**
- n. **Amount Requested** – How much money is this proposal requesting from CTOP?
Please format as \$00,000.

2. Goals & Objectives

- a. **Purpose of Project** – A succinct, clear purpose statement of the proposed project; such as, "The purpose of the grant is to..."
- b. **Project Goals** – What is/are the goal(s) of this project?
- c. **Objectives for each Project Goal** [1000 characters] - Describe in detail the objectives this project will accomplish for each Project Goal described above.

3. Assessed Need for Project

- a. **Project Beneficiaries** – Who will be served by this project and in which WA community(ies) do they live? Describe the community- and/or population-type being served.
- b. **Statement of Need** – What need(s) will this project address?
- c. **Assessment of Need** – What evidence demonstrates the need(s) as an important priority for those being served by this project?
- d. **Relevance of Project to Need** – How will this project address the need(s)?
- e. **Successful Experience Serving Project Beneficiaries** – Describe the successful experience proposing organization (and partners) have in serving the project beneficiaries noted in 3.a above.

4. Responsiveness to CTOP Goals

- a. **Aspects of Digital Inclusion** – Using the appropriate field, describe how the proposed project responds to one or more Aspects of Digital. Complete for only those Aspects addressed by project.
 - i. **Access to Technology** – For example, providing clients access to the Internet and/or end-user equipment (hardware and software)
 - ii. **Building Skills** – For example, helping clients develop the skills required to utilize the technology (hardware, software, networks) effectively for essential services, education, employment, civic engagement and cultural participation.
 - iii. **Content** – For example, providing clients with digital information on available needed services, culturally- and educationally-appropriate materials, digital communication appropriate to reach underserved communities, and content produced and distributed by residents, businesses and organizations with lower outreach resources.
- b. **Impact Types** – Using the appropriate field, describe how the proposed project responds to one or more Impact Types. Complete for only those Impact Types addressed by project.
 - i. **Employment Skills** – For example, helping clients learn how to use a computer and Internet to strengthen their ability to become employed, such as producing a resume, learning how to interview, searching for a job, etc.

- ii. **Education Enhancement** – For example, providing targeted supplemental learning support for students challenged by limited learning resources such as a safe learning environment, high quality learning materials, culturally appropriate curricula and pedagogy, etc.
- iii. **Financial Literacy** – For example, helping clients learn about and utilize financial tools such as EITC, debt reduction, savings strategies, asset management, etc.
- iv. **Social Inclusion** – For example, teaching and empowering clients to use digital technologies to express themselves in, and participate in broader community contexts through, positive and constructive ways.
- v. **Access to Information** – For example, teaching clients about and enabling them to use digitally accessible information about services they need to improve their lives.
- vi. **Micro-Enterprise Development** – For example, training clients in basic skills necessary to start and successfully run their own business.

5. **Project Plan**

- a. **Scope of Work** – Describe in detail the work activities this project will undertake.
 - b. **Benchmarks** – Describe in detail key indicators for success of the work activities to be accomplished by this project.
 - c. **Timeline** – Provide a timeline showing when specific work activities will be conducted and when specific benchmarks will be achieved.
 - d. **Sustainability** – Describe in detail how this project will be sustained beyond the funding period of this grant. If this project will not be sustained beyond the grant period, please explain why.
6. **Expected Impacts** Complete the details for each Impact Type addressed by the project.

- a. **Impact Type:**
 - i. Employment Skills
 - ii. Education Enhancement
 - iii. Financial Literacy
 - iv. Social Inclusion
 - v. Access to Information
 - vi. Micro-Enterprise Development

For each Impact Type addressed by the project, describe the Activities, Outputs and Results. Do not respond to Impact Types not addressed by the project.

- b. **Activity** – What activities will this project accomplish, and how does each activity contribute to the specified impact type?
- c. **Outputs** – What will this project produce? For example, number of clients served, number of classes taught, number of workstations installed, quality of curriculum developed, etc.
- d. **Impact** – How will the beneficiaries of this project be impacted as a result of this project? For example, how many clients will be hired, how many clients will be able to do something meaningful and constructive using the Internet that they could not do before, etc.

Appendix F: Project Budget

Please download the Project Budget spreadsheet template at: www.cbdd.wsu.edu/ctop/. Below are details regarding how to complete the Project Budget. If a Project Budget requires less than 75% reimbursement from CTOP, please feel free to modify the spreadsheet template accordingly. Otherwise, please do not alter the structure of the spreadsheet by adding additional columns or rows, and only complete the **Yellow** fields. All Project Budgets must have all three sections completed: Budget Summary, Budget Narrative, and Matching Funds.

At the top of the form, enter the proposing organization's name, project title and date range covered by the budget. Remember that CTOP funds cannot pay for any expense incurred before August 1, 2008 or after June 15, 2009.

The Budget Form has three sections.

Budget Summary – Provide figures for the project's budget, detailing the total, CTOP's reimbursement, and non-CTOP funding. Budget is organized into cost categories: Personnel: Salary/Wages, Personnel: Benefits, Equipment, Goods & Services, Sub-Contracts, and Travel. Indirect and Administrative Overhead costs are not allowed. Administrative expenses as direct costs of the project may be eligible.

If your Project Budget requires less than 75% reimbursement from CTOP, please feel free to modify Section 1: Budget Summary. Otherwise, only fill-in the yellow fields.

- a. Cells B13 to B18 – List the project totals for each cost category.
 - b. Cells D13 to D18 – List the dollar amount for each cost category for which the organization will fund with its own budget resources. Entry of dollar amounts in these cells will reduce the “25% Unaccounted For” (Cells F13 to F19).
 - c. Cells E13 to E18 - List the dollar amount for each cost category for which the organization will fund with funding sources. Entry of dollar amounts in these cells will also reduce the “25% Unaccounted For” (Cells F13 to F19).
 - d. If the table is completed correctly, Cells B19 and G19 will match.
2. **Budget Narrative** – For each cost category, explain how the amount was derived. Provide succinct statements that clearly describe the basis of costs aggregated in each category.
 3. **Details on Matching Funds** – List likely or confirmed sources of funding to cover the 25% not reimbursed by CTOP.

Appendix G: Resources

Low or no cost hardware, software and other services:

- Tech Soup: <http://www.techsoup.org/>
- Gifts in Kind, International: <http://www.giftsinkind.org/>
- Interconnection: <http://www.interconnection.org/>
- Wilderness Technology Alliance: <http://www.wildtech.org/>
- SCN Computer Giveaway: <http://scn.org/scna/pcdonate.html>

Community Technology Resources:

- CTCnet: <http://www.ctcnet.org/>
- Communities Connect Network: <http://www.communitiesconnect.org/>
- City of Seattle's Techmap Directory: <http://www.seattle.gov/tech/techmap>
- Telecentre.org: <http://www.telecentre.org/>