



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

Submitted Date: 3/11/2010 7:45:45 PM	Easygrants ID: 5724
Funding Opportunity: Public Computer Centers	Applicant Organization: OFFICE OF THE GOVERNOR, ARIZONA OFFICE OF ECONOMIC RECOVERY, THE
Task: Submit Application - Public Computer Centers	Applicant Name: Matthew D Hanson

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A. General Application Information

1. Applicant Information	
Name and Federal ID for Applicant	
DUNS Number	829811475
CCR # (CAGE)	██████
Legal Business Name	OFFICE OF THE GOVERNOR, ARIZONA OFFICE OF ECONOMIC RECOVERY, THE
Point of Contact (POC)	JOHN MCCLEVE 6025421339 Ext. jmccleve@az.gov
Alternate POC	JOHN MCCLEVE 6025421339 Ext. jmccleve@az.gov
Electronic Business POC	JOHN MCCLEVE 6025421339 Ext. jmccleve@az.gov
Alternate Electronic Business POC	JOHN MCCLEVE 6025421339 Ext. jmccleve@az.gov

2. Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
Prefix	
First Name	Matthew
Middle Name	D



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Last Name	Hanson
Suffix	
Telephone Number	602-542-7567
Fax Number	
Email	mhanson@az.gov
Title	Asst Dir of Programs and Performance

3. Additional Contact Information of Person to be Contacted on Matters Involving this Application:

Project Role	Name	Phone	Email
Secondary Point of Contact	Dr. Ted , Hale	6029263736	thale@lib.az.us

4. Other Required Identification Numbers

Easygrants ID	5724
Funding Opportunity Number	500000
Catalog of Federal Domestic Assistance Number	BTOP CFDA Number: 11.557 BTOP CFDA Title: Broadband Technology Opportunities Program

5. Organization Classification

Type of Organization	State or State Agency
Is the organization a small business?	No
Does the organization meet the definition of a socially and economically disadvantaged small business concern?	No



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6. Authorized Organizational Representative	
AOR	MCCLEVE, JOHN
Result	Applicant Authorized

7. Project Title and Project Description

Project Title: AZ JOB HELP HUBS @ YOUR LIBRARY

Project Description: This project addresses the escalating needs of vulnerable AZ residents facing job loss, career changes and other economic challenges. Two hundred Virtual Workforce Workstations at public libraries will provide job seekers with job search and placement assistance. Face to face training and access to resources will be provided through twenty eight AZ Job Help Hubs, at least one in each county.

8. Other Applications

Is this application being submitted in coordination with any other application being submitted during this round of funding?

- Yes

Easygrants ID	Project Title
2896	Arizona Public Computer Centers

If YES, please explain any synergies and/or dependencies between this project and any other applications. This project builds on the BTOP 1 grant awarded to the Arizona State Library, Archives and Public Records (ASLAPR) equipping 84 public libraries across the state with 1088 public access computers. ASLAPR’s July 2009 statewide survey of public libraries demonstrated significant wait times to use public access computers (PACs), due to limited computers, outdated operating systems and overuse. Libraries are often the only community institution providing no-fee access to the internet for residents needing online access to employment or government resources. In today’s economy, public access to technology through libraries is critical for people to function



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in society or to improve their lives. The BTOP 1 grant addresses the critical needs identified in the survey by providing computers where they were most needed.

ASLAPR also supports a broadband middle mile project AZ SACCNet - a network infrastructure that creates five interlocking state-of-the-art SONET rings, which overlay the entire State of Arizona. The backbone drops directly into every county government seat, hospital, library, high school and the three state universities, providing all anchor institutions a bandwidth of 100 Mbps at each site- immediately elevating and dramatically improving broadband access.

The AZ Job Help @ Your Library grant builds on the above grants by providing Workforce Workstations at public libraries throughout the state to access Workforce Connection's One-Stop services for vulnerable AZ residents facing job loss, career changes and other economic challenges. It also provides face to face training at 28 Job Help Hubs, located in at least one library in each county, enabling vulnerable populations to acquire job readiness skills, job searching, application help and re-careering. The centers will also help small businesses with tools and training for planning, marketing, and creating a web presence, helping them to grow their businesses and create more jobs. The equipment provided by this grant will be dedicated to training and job-related use without the time constraints of the regular public access computers. This grant is not dependent on the previous grants.

9. Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application?

- Yes, Applicant is exempt because it is a unit of a state or local government

If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

Name	Title	Employer

B. Executive Summary, Project Purpose and Benefits

Essay Question



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10. Executive Summary of the proposed project:

Arizona is in economic crisis.

Long reliance on real estate to fuel Arizona's economy resulted in an economic collapse when the housing market plunged. State unemployment jumped to its worst percentage points - 9.2%, in just two years. Joblessness is even worse in rural areas such as Yuma County, where one in four adults cannot find work. Arizona lost 122,100 jobs between December 2008 and December 2009 – fourth most nationwide – as per U.S. Bureau of Labor statistics. AZ's job losses ranked worst or next-to worst nationally in every month of 2009, according to Arizona State University economist Lee McPheters. Just as worrisome, the University of Arizona Economic Outlook 2010/2011 ranked the state 50th in terms of job growth, and its fiscal peril only trails that of California. McPheters does not expect Arizona to rebound to pre-recession employment levels until 2013.

Clearly there is a compelling need to provide support and services to the state's workforce. One-Stop Service Centers (OSSC) have already been established through Workforce Connection to help job-seekers with placement, skills assessment, training, career counseling and resume development. OSSCs also help businesses secure qualified talent, and provide transition strategies and other resources.

But vast areas exist in rural Arizona where these service centers are non-existent. Travel distances are a barrier to vulnerable populations that are geographically widespread, low density and lacking in public transportation. Difficulties for displaced workers are compounded by broadband access that is limited or prohibitively expensive in rural and low-income communities. Many individuals simply cannot afford a PC or the cost of broadband access. The public library is their only place to turn.

“Our 18 public access computers are in constant use from the time we open in the morning until closing. ...many businesses insist that applications MUST be submitted online. Job seekers facing economic challenges simply cannot afford a PC or an internet connection”, says David Gunkel, Director, Sierra Vista Public Library. “These members of our community want to help themselves and their families. They do not want a handout. They simply have no other place to turn to but the public library in order to even submit an application for employment.”

Library resources are being strained more than ever as they are seen as safe, friendly “anchor” institutions that offer knowledgeable staff and electronic resources at no fee. But local budget cuts have sent libraries reeling, and their resources (staff, computers, training) are stretched to the breaking point.



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“Everyday we see more individuals turning to our libraries for help in searching for jobs and work-related services,” said La Paz County librarian Dale Savage. “Staff is more than willing to help job-seekers, but the increased demand for our services means we don’t have the manpower or resources to meet their needs.”

BTOP 1 added PACs to the public library system to alleviate long wait times and replace aging computers. There is still a need for computers dedicated solely to extended use by patrons for the purpose of resume writing, job applications, tutorial classes and job training. To address the critical and urgent need of the community for job-related assistance, the Governor’s Office of Economic Recovery, in collaboration with Arizona State Library, Archives and Public Records (ASLAPR), will partner with Workforce Connection’s One Stop Service Centers (OSSCs), AZ Small Business Development Center (AzSBDC), Arizona Department of Education, the Community Colleges and public libraries to provide:

- Virtual Workforce Workstations in 200 public library locations throughout the state
- Twenty-eight Arizona Job Help Hubs for training, at least one in each county, at libraries in communities with the greatest need.

Each Virtual Workforce Workstation (VWW) will include a dedicated desktop with secure, virtual access to OSSC resources, as well as a printer/fax/scanner for scanning and uploading resumes and other documents. Through this workstation, patrons will be able to access core services, such as job search and placement assistance, plus intensive services that include targeted help, comprehensive skill assessments, development of individual employment plans, one-on-one counseling and career planning through video conferencing. Under the Adult and Dislocated Worker Program, assistance will be provided to help participants locate, re-train and qualify for meaningful employment. Patrons will be matched with individual training programs, and even provided help with scholarships, if needed. The network of Virtual Workforce Workstations will cover the state, ensuring that every Arizonan has access to the online employment resources they need. A state survey conducted in January 2010 documented that 95% of libraries responded positively to hosting a VWW. The 5% that declined did so due to space constraints.

Arizona Job Help Hubs (AJHH) are designed for a more comprehensive job-search experience. Each Hub will be equipped with laptops designated exclusively for training and job-related use, projectors, specialized software and a display unit. Qualified computer instructors will be hired locally and cross-trained by key partners to assist patrons with: resume writing, online job search, job applications, navigation of government websites, locating information on financial and business planning and building a business using the internet. Patrons will have access to videoconferencing subscribed to through the ASLAPR, and instructors will work with key



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partners to schedule training, counseling and one-on-one assistance, as needed. The grant will provide 40 hours of face-to-face training per month, scheduled at the Job Help Hubs or in their counties.

One Job Help Hub will be located in each of the state's 13 rural counties, with 3 hubs for Pima County, 10 hubs for Maricopa County and 2 hubs in Tribal libraries. Locations were selected in consultation with county librarians for maximum utilization based on the following criteria:

- Unemployment figures from the Department of Commerce as they relate to underserved populations and individuals most vulnerable and in need of employment
- Travel distance to a fully operational Workforce One-Stop Service Center
- Availability of space and willingness of staff
- Libraries with existing Job Help centers that did not need to be included (but whose experiences can be used as models)

By agreeing to participate, these libraries have pledged to dedicate space and staffing. Each hub will:

- Schedule training at least 40 hours per month, with flexibility based on each community's need. During that time, an instructor will be available to offer group classes or work with patrons one-on-one.
- Have library staff participate in a "train the trainer" session focused on assisting patrons with resources, triage job/employment inquiries and learning about the special issues of working with displaced employees.
- Host a display area for handouts/flyers and a bulletin board of job-related notices.
- Train and connect job-seekers with online educational resources, assisting them with re-training needed for evolving job markets.

This program is open to all Arizonans, but will be focused upon the 260,000 unemployed and vulnerable populations of the state. The estimated number of people that could be trained through the 28 hubs during a year = 98,000 (28 hubs x 10 computers x 10 hrs x 50 weeks, estimated @ 70% capacity). The Virtual Workforce Stations in 200 library locations used for 2 hour slots, during open library hours, could potentially serve 179,400 a year @ 75% average utilization (see PCC Summary). A total of 277,400 potential users per year.

The Governor's Office of Economic Recovery manages all ARRA funding to the state and trains people in grant administration through Stimulus 360 software. The main partner, the Arizona State Library, has considerable expertise raising funds, administering grants and coordinating statewide projects, and is currently implementing a BTOP 1 grant. Additionally, staff has



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financial expertise managing state and federal grants. Since 1997, the State Library has administered over \$63 million in grant projects.

The grant will directly create 8.25 FTE (1 Project Manager, 7 FTE Trainers and 0.25 Accountant) i.e. 24.75 job-years over a three year period. OMB guidelines say that based on the project costs, this project should result in 25 job-years (8 direct + 8 indirect + 9 induced job-years) for a total of 49.75 job-years.

This project will help jobseekers find jobs, acquire new skills for re-careering, and small businesses open new avenues for job creation.

Overall cost of the project is \$2,352,766. The amount requested is \$1,646,936. The cash match is \$705,830.

11. Project purpose:

Arizona faces one of the most challenging economic times in its history. Per the Arizona Workforce Indicator the number of displaced workers rose to 260,000 in December 2009 - the highest since 1983 - with another 25,000 estimated job losses in 2010. The collapse of the housing market caused devastation in the construction-related industries and real estate. Diversified growth will depend on the state's ability to develop, educate and train the labor force. Local Workforce Investment Area's One-Stop Service Centers (OSSC) help with people's job-related needs but there are too few or non-existent in many communities.

With the explosion of digital content and technological advancements, broadband access and computers are a necessity. Most businesses only advertise job openings or accept applications online. However, high poverty and low income coupled with the prohibitive cost of broadband in rural areas has made personal computers and broadband use from home a luxury and use of online resources a challenge, leaving those without access at a serious disadvantage. The displaced worker increasingly turns to public libraries for online access.

“With the economic decline we have had a significant increase in people visiting the library looking for jobs and how to increase job skills...We have thus far been unable to really help these people due to lack of resources as we see our own budget shrink.” says Victoria Yarborough, librarian, Douglas Public Library.

This grant seeks to provide access to resources of the partners and training, placing these within easy reach of the people in rural and low income areas at local libraries.



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The project will create 28 AZ Job Help Hubs (AJHHs) at public libraries. AJHHs were selected in consultation with County Librarians on the basis of unemployment figures, long distances from an OSSC and library readiness. One AJHH will be placed in each of the thirteen rural counties; three in Pima County; ten in Maricopa County and two in Tribal libraries. AJHHs will be equipped with laptops, projectors, printer/fax/scanner, specialized software and a display unit. Arizona has proof of concept with a successful pilot project between Pima Public Library and Workforce Connection. This will be replicated at all 28 AJHHs.

Qualified computer instructors hired locally, cross trained by partners, will assist job seekers with resume writing, online job search applications, discovery of employment and economic information on government websites, finding courses on financial and business planning and building online businesses. Web conferencing will be provided for webinars. The Project Manager and instructors will work with all partners to schedule training, counseling and assistance. 40 hours of training is planned each month, per hub/county, with structured, tested curriculum. AJHHs will assist small businesses in creating a web presence, identify and use e-resources and tools for e-commerce, e-banking and e-government.

Additionally, a dedicated Virtual Workforce Workstation (VWW) with access to OSSC resources, connected to a printer/fax/scanner will provide uninterrupted time to fill out and send secure job applications, scan and upload resumes and be available for individual counseling and other services. These VWWs, placed in 200 public library locations will reach every community in Arizona, however rural or un-served, giving Arizonans a chance to explore job and career-related services close to home and learn about internet resources through developing web search skills.

“The opportunity to have an AZ Job Help Hub at the Holbrook Public Library and a Workforce Station in 12 other public libraries in our County would be wonderful”, says Geneva Durkee, Director, Navajo County Library. “We would find it beneficial to have a virtual connection to the Workforce One-Stops in our county to more efficiently serve the unemployed and underemployed, and maximize our resources”.

Other, more limited examples of OSSC job-help partnerships are being tested in Maricopa, Yuma, Cochise and Pinal county libraries. ADE adult education classes and proctoring conducted in public libraries in Pima, Gila, Graham and Greenlee counties serve as models. Existing AzSBDC’s and Community colleges’ informational workshops are easily adoptable. Since these partners share a common mission of outreach to individuals needing to improve their lives and productivity, and have a history of collaboration, these partnerships will continue beyond the grant period, with the train-the-trainer model helping librarians sustain and tailor



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services needed by their own communities. Bringing together the partners' content will help further future projects.

With an array of PACs, broadband access, online resources and trained staff together with a powerful combination of AJHHs' face to face assistance, online/ blended training, tutorials, videos, podcasts, and individual counseling, public libraries are uniquely positioned to help vulnerable communities, including those with low literacy skills and otherwise disadvantaged. Much government assistance or information is only web based. ASLAPR created tutorials to data mine government web sites for job and fiscal help. This solution will catalyze the building of workforce capacity and diversification in Arizona and empower Arizonans to make the most of public investment in job related programs.

This project meets 4 out of the 5 BTOP statutory purposes. It provides broadband access to the un-served through their local libraries. By providing resources that can be accessed from anywhere, through web-portals, it increases broadband utilization in underserved areas. The new services specifically target vulnerable, low income, unemployed and disadvantaged populations. The AJHHs provide education, awareness, training, access, equipment and support to communities and small businesses, thus stimulating broadband adoption and spurring local job creation.

12. Recovery Act and Other Governmental Collaboration:

Governor's Office of Economic Recovery (GOER) through Arizona State Library (ASLAPR) and public libraries are developing collaborations with the AZ Workforce Connections (AWFC), the AZ Small Business Development Center (AzSBDC), AZ Department of Education – Adult Ed. (ADE) and the Community Colleges Association to help Arizona job seekers and entrepreneurs. This grant leverages a number of existing partnerships, job related projects, tried and tested training materials and past grants. AWFC has worked successfully with libraries in Maricopa, Pinal, Yuma, Cochise and Pima counties to provide job and business help. Yuma County One-Stop has obtained \$4.5 million ARRA funds to expand their programs. This collaboration will leverage those initiatives. ASLAPR, through Equal Access Initiative, Strategic Planning trainings and AZ WebJunction courses, has provided library staff with training, tools and resources to develop community based partnerships, assist with researching government information and provide community responsive services. These programs have leveraged over \$9 million in grants from the Bill and Melinda Gates Foundation and Library Services and Technology Act funds. The MaintainIT project developed a series of tools collaboratively with 12 states on a 3-year Bill and Melinda Gates Foundation grant. The tips and techniques in the



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toolkits help staffs resolve computer problems, potentially minimize/eliminate computer downtime thus maintaining healthy PACs and increasing project efficiency. ASLAPR completed and maintains the Government information in the 21st Century program (GI21). Additional support was provided by the University of Colorado, at Boulder, as well as New Mexico State Library; Wyoming State Library and the University of Utah. The grant funded the development and online availability of 149 subject tutorials in the use of e-government information for librarians and library users.

GOER provides state-wide assistance for Arizona's ARRA grants, and will help leverage and link to other state initiatives.

This project works with the AzSBDC Network leveraging its innovative partnership program with the State's ten community college districts and the U.S. Small Business Administration that is a large source of assistance to AZ businesses.

Arizona SACNet - a network middle mile infrastructure project is a multi-county, multi-governmental agency initiative providing drops of up to 100 Mbps speeds, directly into every county government seat, hospital, library, high school and university, greatly improving broadband access.

ASLAPR has been awarded BTOP round 1 funding to provide PACs for public libraries throughout the state to help alleviate long wait times and for this grant has secured \$576,330 cash match funds from the Bill and Melinda Gates Foundation.

Additionally many counties and libraries have established partnerships tailored to their unique situations. This grant will leverage all the above.

13. Technology Strategy:

Public Libraries have trained staff to help people use computers and provide no-fee internet (even wireless) access and are ideal anchor institutions with pre-existing community outreach programs.

This grant will ensure that every community will have access to a dedicated Workforce Workstation with a webcam, printer/scanner/ fax/ copier, at their public library, through which a displaced worker can send secure applications or seek counseling.

In addition to the Workforce Workstations each of the AJHs will receive:

HARDWARE

- 10 Computers – preferably laptops, as they can be ported to smaller (remote / underserved) locations on demand, used in any room re-purposed for training, used for simultaneous trainings in different locations and for small groups.



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- A trainer laptop with higher processing power with additional s/w and webcam
- Compatible software for computers – Microsoft Office suite, Windows O/S
- A projector and teacher laptop with webcam included for presentations and videoconferencing software (e.g. Go-To-Meetings) to facilitate participation through distance learning
- A scanner, printer, fax - to print resumes, scan certificates and fax or e-mail
- A display unit to display flyers, templates, schedules and work-sheets
- Laptop charging carts and network equipment (routers, switches, hubs)

SOFTWARE

A web portal will be created with a distinct logo and identity to pull all the resources, curriculum and tools together.

- Databases subscribed in partnership with ASLAPR and Pima County Public Library (PCPL) on a range of subjects and Job-Help curriculum developed by PCPL.
- Resume writing Winway, Skills assessment - Learning Express
- ESL – LearnUSA

Through partnerships :

- One- Stops online job-related material in regular and Assistive Technology formats <http://www.atarizona.com/onestopcenters.php>
- AZSBDC online self-paced courses about surviving in a slow economy, starting a business, business planning, marketing, and provided in various formats like podcasts, videos, tutorials and a wealth of productivity tools and business owners tool-kits
- Pima County Public Library curriculum for job help in both Spanish and English with an Online Job Searching Toolkit
- Dept of Ed GED Review, Az CIS – Skills assessment
- ASLAPR Tools for Tough Times and other government information tutorials (Social Security benefits, unemployment benefits, health care and many other resources)

AJHHs will employ qualified instructors providing up to 40 hours of individual/group training every month on resume writing, interview skills, re-careering, skills assessments, job searching, e-government information, small business development and computer literacy skills – using local instructors. Workforce staff will help cross-train instructors to help train library staff on job-help and small business resources. Librarians will also receive training to triage inquires and in turn, serve as trainers themselves. These trainings will be held at the AJHHs and rotated around the county based on each community’s need.

Currently, Public Access Computers in libraries are networked through wired/wireless access using hubs/switches/routers. Depending on the size of the library, file servers, network



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printers/scanners are part of the network. The overall network is protected from the internet using firewalls and PAC's are protected using anti-virus software. Most libraries install Deep Freeze software on their PAC's to protect the system configuration. AZ public libraries are CIPA (Children's Internet Protection Act) and ADA compliant.

To ensure reliable and user friendly systems, larger public libraries and county libraries have Information Technology (IT) staff and/or network administrators tasked with keeping PACs and training facilities in good running order. Smaller libraries often share IT staff within the county library system or have on-call local maintenance engineers. Some counties have an IT department at the Library District office and manage computers housed in smaller libraries remotely. These administrators have the expertise and experience in setting up and maintaining library computers, networks, and systems. Maintenance contracts from vendors provide support and warranties. ASLAPR provides powerful toolkits for library staff, regular webinars, and through AZ WebJunction technology related online courses. Ensuring a secure, safe, user friendly network, with minimum downtime and fast access is of paramount importance to libraries.

Public libraries are also anchor nodes in a broadband middle mile project called SACCNet, supported by ASLAPR, to help considerably increase broadband capacity. The higher bandwidths will be sustained through E-rate reimbursements. Currently 63% of AZ Libraries are applying for E-rate reimbursements. If this grant is awarded, Bill & Melinda Gates foundation will provide \$150,000 towards training and support to maximize e-rate reimbursements. Arizona Libraries are trained to use Tech Atlas a technology planning tool. Public Libraries have internet use policies which are prominently displayed, that prohibit access to chat rooms and the use of computers for illegal, unethical, or criminal purposes including child pornography. Libraries reserve the right to stop inappropriate usage in their facilities.

Statistics on trainings delivered, as well as anecdotal information on the impact of these resources, will be collected by the Project Manager and analyzed for its effectiveness.

14. Public Availability:

The public libraries participating in this project are open to all members of the public and provide no fee access to public computers, online resources and training. Most libraries are ADA compliant.

In the more populated urban areas, public libraries are often located close to public transportation, while in the more rural areas are often within walking distance of the community residences or in a strip mall which the community frequents. Most libraries are slowly but surely



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moving to wi-fi so broadband is available even after hours, in the library periphery, when the library is closed to public.

15. Restrictions on Center Use:

There are no restrictions on the use of public libraries for the purposes of this project during advertised library open hours. There are posted policies to address issues such as creating a disturbance, searching websites that violate public decency laws, and soliciting, which apply to all public institutions.

16. Involvement of Community College:

Community College Association will bring in Community Colleges as second tier partners to promote lifelong learning opportunities to the community. Libraries will display brochures from Community Colleges and refer career-related inquiries to them, thus helping Community Colleges outreach to new and un-served audiences once the project is underway. Community Colleges will be invited to conduct workshops at the libraries or through webinars and video-conferencing on: Skills assessment; College Readiness (including GED review), Financial Aid, Scholarships and College Applications.

AJHHs will further enhance the ability of Community Colleges to serve as partners in developing the educational needs of Arizona citizens and growth of communities. Students will benefit by being able to use computers at local libraries to access distance learning classes, do homework assignments, or research.

Community Colleges already provide career pathway counseling, scholarship and Application help and GED review classes at some of Arizona's Public libraries:

Eastern Arizona College at Safford City Graham County Library

Cochise Community College at Cochise County and Santa Cruz County libraries

Pima Community College at Pima County Libraries

Northland Pioneer College at Navajo County Libraries

17. Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?

➤ No

18. Is the applicant delinquent on any federal debt?



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- No
- If Yes, justification for delinquency:

19. Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?

- No

C. Partners

20. Are you partnering with any other key institutions, organizations, or other entities for this project?

- Yes

If YES, key partners are listed below:

Project Role: Other Name: Wells, GladysAnn Email: gawells@lib.az.us Address 1: 1700 W Washington Address 2: Suite 200 Address 3: City: Phoenix State: Arizona Zip Code: 85007 Organization: Arizona State Library, Archives and Public Records Organization Type: State or State Agency Small business: No Socially and economically disadvantaged small business concern: No
Project Role: Other Name: Morales, John Email: jmorales@ypic.com Address 1: 3826 W. 16th Street Address 2: Address 3: City: Yuma State: Arizona Zip Code: 85364 Organization: Yuma Private Industry Council Organization Type: Non-profit Institution



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<p>Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Nishi, Jill Email: jill.nishi@gatesfoundation.org Address 1: PO Box 23350 Address 2: Address 3: City: Seattle State: Washington Zip Code: 98102 Organization: Bill & Milinda Gates Foundation Organization Type: Non-profit Foundation Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Liersch, Karen Email: Karen.liersch@azed.gov Address 1: 1535 W Jefferson Address 2: Bin #26 Address 3: City: Phoenix State: Arizona Zip Code: 85007 Organization: AZ Department of Education Organization Type: State or State Agency Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Ronan, Bernie Email: bernie.ronan@domail.maricopa.edu Address 1: 2411 W 14th Street Address 2: Address 3: City: Tempe State: Arizona Zip Code: 85281 Organization: Maricopa Community Colleges, Div. of Public Affairs</p>



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<p>Organization Type: Non-profit Institution Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Pepple, Judith Email: jpepple@co.apache.az.us Address 1: 30 South 2nd West Address 2: Address 3: City: ST. Johns State: Arizona Zip Code: 85936 Organization: APACHE COUNTY LIBRARY DISTRICT OFFICE Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Holland, Heidi Email: hholland@flagstaffaz.gov Address 1: 300 W.Aspen Avenue Address 2: Address 3: City: Flagstaff State: Arizona Zip Code: 86001 Organization: Flagstaff City Coconino County Public Library Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Gilliland, Lise Email: lgilliland@cochise.az.gov Address 1: 100 Clawson Street Address 2: Address 3: City: Bisbee State: Arizona Zip Code: 85603</p>



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<p>Organization: Cochise County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Griffin, Jacque Email: jgriffin@co.gila.az.us Address 1: 1400 E Ash Street Address 2: Address 3: City: Globe State: Arizona Zip Code: 85501 Organization: Gila County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Elliott, Jan Email: jelliott@ci.safford.az.us Address 1: 808 7th Avenue Address 2: Address 3: City: Safford State: Arizona Zip Code: 85546 Organization: Safford City - Graham County Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Lieberenz, Pam Email: director@greenleelibraries.org Address 1: 122 North Highway 75 Address 2: Address 3: City: Duncan State: Arizona</p>



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<p>Zip Code: 85534 Organization: Greenlee County Library System Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Savage, Dale Email: dsavage@parker.lib.az.us Address 1: 1001 S Navajo Avenue Address 2: Address 3: City: Parker State: Arizona Zip Code: 85344 Organization: Parker Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Durkee, Geneva Email: gdurkee@navajo.lib.az.us Address 1: 121 West Buffalo Address 2: Address 3: City: Holbrook State: Arizona Zip Code: 86025 Organization: Navajo County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Courtright, Harry Email: harrycourtright@mclidaz.org Address 1: 2700 N Central Avenue Address 2: Suite 700 Address 3: City: Phoenix</p>



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<p>State: Arizona Zip Code: 85004 Organization: Maricopa County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Shupe, Robert Email: robert.shupe@co.mohave.az.us Address 1: 3269 North Burbank Street Address 2: Address 3: City: Kingman State: Arizona Zip Code: 86402 Organization: Mohave County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Ledeboer, Nancy Email: nancy.ledeboer@pima.gov Address 1: 101 N Stone Avenue Address 2: Address 3: City: Tucson State: Arizona Zip Code: 85701 Organization: Pima County Public Library Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Keller, Denise Email: denise.keller@pinalcountyaz.gov Address 1: 92 West Butte Avenue Address 2: Address 3:</p>



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<p>City: Florence State: Arizona Zip Code: 85132 Organization: Pinal County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Haddock, Suzanne Email: shaddock@nogalespl.lib.az.us Address 1: 518 N Grand Avenue Address 2: Address 3: City: Nogales State: Arizona Zip Code: 85621 Organization: Nogales / Santa Cruz County Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Lapis, Susan Email: susan.lapis@co.yavapai.az.us Address 1: 172 East Merritt Street Address 2: Suite E Address 3: City: Prescott State: Arizona Zip Code: 86301 Organization: Yavapi County Free Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Evans, Susan Email: sevans@yumalibrary.org Address 1: 2951 S 21st Drive Address 2:</p>



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<p>Address 3: City: Yuma State: Arizona Zip Code: 85364 Organization: Yuma County Library District Organization Type: County Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Gutwein, Ava Email: agutwein@avondale.org Address 1: 495 East Western Avenue Address 2: Address 3: City: Avondale State: Arizona Zip Code: 85323 Organization: Avondale Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Brown, Brenda Email: brenda.brown@chandleraz.gov Address 1: 22 South Delaware Street Address 2: Address 3: City: Chandler State: Arizona Zip Code: 85225 Organization: Chandler Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Komernicky, Sue Email: skomernicky@glendaleaz.com Address 1: 5959 W Brown Street</p>



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<p>Address 2: Address 3: City: Glendale State: Arizona Zip Code: 85302 Organization: Glendale Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Wolf, Heather Email: heather.wolf@mesaaz.gov Address 1: 64 East 1st Street Address 2: Address 3: City: Mesa State: Arizona Zip Code: 85201 Organization: Mesa Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Garvey, Toni Email: toni.garvey@phoenix.gov Address 1: 1221 N central Avenue Address 2: Address 3: City: Phoenix State: Arizona Zip Code: 85004 Organization: Phoenix Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Hamilton, Rita Email: rhamilton@scottsdaleaz.gov</p>



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<p>Address 1: 3839 N Drinkwater Blvd. Address 2: Address 3: City: Scottsdale State: Arizona Zip Code: 85251 Organization: Scottsdale Public Library System Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: O'Brien, Ann-Marie Email: annmarie_obrien@tempe.gov Address 1: 3500 S Rural Road Address 2: Address 3: City: Tempe State: Arizona Zip Code: 85282 Organization: Tempe Public Library Organization Type: City or Township Government Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Nelson, Irving Email: irvingnelson@navajo.org Address 1: Highway 264 Address 2: Post Office Loop Road Address 3: City: Window Rock State: Arizona Zip Code: 86515 Organization: Office of Navajo Nation Library Organization Type: Indian Tribe Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Cox, Colette</p>



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<p>Email: ccox@kaibabpaiute-nsn.gov Address 1: Pipe Springs Road Address 2: Address 3: City: Fredonia State: Arizona Zip Code: 86022 Organization: Kaibab Paiute Tribal Library Organization Type: Indian Tribe Small business: No Socially and economically disadvantaged small business concern: No</p>
<p>Project Role: Other Name: Fisher, Janet Email: jfisher@lib.az.us Address 1: 1700 West Washington Address 2: Suite 300 Address 3: City: Phoenix State: Arizona Zip Code: 85007 Organization: Law and Research Library Division Organization Type: State or State Agency Small business: No Socially and economically disadvantaged small business concern: No</p>

21. Description of the involvement of the partners listed above in the project.

Key Partners: Each of the following partners brings distinct expertise to benefit this proposal. The Governor’s Office of Economic Recovery (GOER) as the lead applicant, will submit the grant to NTIA, ensure compliance with reporting requirements and stipulations; connect with other partners for synergy, provide due diligence, accounting, quarterly updates and overall direction for the project. GOER provides statewide assistance for AZ’s ARRA grants. James J. Apperson, Director, Governor’s Office of Economic Recovery japperson@az.gov. 602-542-3464 The AZ State Library (ASLAPR) will be responsible for implementation. It has surveyed public libraries statewide to identify space and resource requirements for the AJHHs, worked with the Gates Foundation for matching funds. ASLAPR supports partnerships, provides statewide access to commercial databases, Tools for Tough Times and other government information tutorials and



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a Web portal for all online resources. ASLAPR was awarded funding in round 1 to provide 1088 PACs, enhancing the capacity of PACs in public libraries around the State. GladysAnn Wells, Director and State Librarian, gawells@lib.az.us 602- 926-4035

AZ Public Libraries will serve as additional access points for Workforce Connection One-Stops. They will provide safe infrastructure, computers, broadband access, knowledgeable staff and qualified instructors to deliver training to those in need of job, career, or business assistance. AJHHs will be marketed as portals, bringing together online job resources. Public library staff will provide the crucial human interface, triage inquiries and direct them to partners, as well as ensure sustainability of the program. Mala Muralidharan, Consultant, ASLAPR mala@lib.az.us 602- 926-3601

AZ Workforce Connection: The statewide network of Local Workforce Investment Area One-Stop Service centers (OSSC), provide services for job seekers and employers. Core services include job search, placement assistance and workshops. Intensive services include comprehensive assessments, development of individual employment plans, one-on-one counseling, career planning, remedial training such as ESOL and GED, basic skills training, and/or occupational retraining. Targeted help is provided for veterans, the disabled, teens, migrant workers and legal immigrants. Under the Adult and Dislocated Worker Program, they assist eligible, enrolled participants to find, re-train and qualify for meaningful employment, matching them with training providers and helping with scholarships. They also help employers find skilled workers to compete and succeed in business. For this project OSSCs will provide train-the-trainer workshops for library staff, online resources, virtual help through Workforce Workstations, promotion and delivery of workshops at libraries, dramatically expanding service reach to vulnerable, underserved and un-served populations. Workforce Connection has already begun effective partnerships with public libraries in Pima, Maricopa, Yuma, Cochise and Pinal Counties and will replicate this in AJHHs. John Morales, Executive Director, Yuma Workforce and Chair, AAWD jmorales@ypic.com 928-329-0990

Bill & Melinda Gates Foundation is providing a cash match for the project, technical guidance and interpretations during the pre-application process. Jill Nishi, Deputy Director U.S. Libraries Initiative jill.nishi@gatesfoundation.org 206-709-3502

AZ Dept of Education -Adult Ed (ADE) addresses the challenges of Arizona's large immigrant and Native American populations by assisting adult learners in achieving their educational and career goals through free or low-cost classes in basic literacy, GED preparation and English language acquisition. Furthermore, distance learning and access to free websites such as www.USALearns.com allow all community members to maximize their educational opportunities. Partnerships between public libraries and adult education are already in place in



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Gila, Pima, Yavapai and Yuma counties, with each entity providing services that complement rather than duplicate each other. These partnerships benefit the community at large and serve as models for the entire state. Karen Liersch, Deputy Associate Superintendent, Adult Education Services, Karen.Liersch@azed.gov, 602-364-2777.

AZ's Small Business Development Center (AZ SBDC) partners with the U.S. Small Business Administration (SBA) to assist AZ small businesses. Regional centers at specific locations provide local assistance. One-on-one confidential no-fee counseling is at the heart of SBDC work. They conduct programs and seminars to complement their counseling. The project will help AZ SBDC outreach through informational seminars at libraries and allow them to link to excellent online training that can be leveraged by small businesses and individuals. Independent research shows that businesses using SBDC services grow faster and have lower failure rates. 2006 growth among SBDC clients includes 2,318 jobs created or retained and 168 new businesses launched. SBDC's counseling activities generated \$5.07 in tax revenues for every \$1 spent on the program in 2006. Teri Williams, Deputy Director, teri.williams@domail.maricopa.edu 480-731-8721

Community College Association. Community Colleges will be recruited as second tier partners to promote lifelong learning opportunities, provide resources and referral services aimed at improving access to information and outreach to new and un-served audiences once the project is underway. Workshops will include information on: skills and career assessment, college readiness (GED review), financial aid, scholarships and college applications.

Dr Bernie Ronan Associate Vice Chancellor, Maricopa Community Colleges Div. of Public Affairs. bernie.ronan@domail.maricopa.edu 480-731-8092

The Project Manager will ensure partners deliver on commitments, assist with course correction, provide quarterly reporting and maintain the project's timetables.

D. Congressional Districts

22. Applicant Headquarters

- Arizona

23. Project Service States

Arizona



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24. Project Service Areas

Arizona - 1

Arizona - 2

Arizona - 3

Arizona - 4

Arizona - 5

Arizona - 6

Arizona - 7

Arizona - 8

25. Will any portion of your proposed project serve federally recognized tribal entities?

➤ Yes

26. Indicate each federally recognized tribal entity your proposed project will serve.

Kaibab Paiute Tribal Council

Navajo Nation

Cocopah Tribal Council

Salt River Pima-Maricopa Indians

Fort McDowell Yavapai Tribal Council

Tohono O'odham Nation



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27. Have you consulted with each of the federally recognized tribal entities identified above?

- Yes

E. Demographics

Demographics

28. Will your proposed project be specifically directed to serve vulnerable population groups?

- Yes

If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:

Hispanic

Black/African-American

Asian

Native American or Native Alaskan

Native Hawaiian or Pacific Islander

English as Second Language (ESL)

Disabled

Low Income

Unemployed

Senior Citizen (55 and over)

Youth

Other:



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29. Vulnerable Populations

As per 2008 US Census estimates of Arizona’s 6.5 million residents, the percent of the minority communities are: Blacks 4.2%, American Indian 4.9%, Asian 2.5% and Hispanic 30.1%. This statewide project will serve rural, suburban and urban areas - all communities with minority and vulnerable populations. Among these, Yuma County has the highest unemployment at 24.9% (seasonal). These workers lack skills such as language, computer literacy and other 21st century skills to take up alternate employment off-season and need to re-tool and educate themselves. Maricopa County has seen the largest jobs lost due to the construction industry collapse, indicating even those in major metros are vulnerable. As businesses retrench, staffs are often asked to take on responsibilities and activities requiring language and communication skills for which they may not be prepared, setting them up for failure.

Trainings for adult literacy, ESL, computer literacy, GED review, programs for veterans, for susceptible youth and for seniors, provided through this grant, will help these vulnerable populations. Outreach will be targeted through places that they frequent: faith-based institutions, supermarkets, homeless shelters and others. Given that this population also lacks transportation and rural Arizona is geographically wide-spread with vast tribal reservation lands, this project will bring these services and access close to home. Providing training close to communities ensures that job help services reach the un-served as well as the disadvantaged. Providing training materials in multiple languages and literacy levels will meet unique local needs while providing consistency in content and delivery.

“About 6 weeks ago, a gentleman came into the library with a referral URL to a company website. He was middle-aged, unemployed and relatively computer illiterate – he knew how to use a mouse”, says Janet Ball Director, Round Valley Public Library. “I helped him find the website and showed him some sample resumes... He came back about a week later ... to express his gratitude about the library’s resources. Because of our computers, internet access, books and educated staff, he was able to get a job and start getting back on his feet. I’m sure this story could be told a thousand times. Thanks!

The 28 statewide AJHHs with trained instructors will augment help provided by librarians and One-Stops. The 200 Workforce Workstations in public library locations expand the reach of One-Stops programs to all communities statewide.

“An increasing number of our walk-in clients are homeless individuals from Central Area Shelter Services located within blocks of the State Library”, says Janet Fisher, Director, Law & Research Library, “... people from the center use our library services and our public computers



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to seek information and hunt for jobs ... enhancing job seeking resources and providing training will benefit them.”

30. Accessibility

Public library locations through which this project proposes to serve vulnerable populations are ADA complaint. All libraries have hardware that are ADA complaint and steps will be taken to ensure statewide consistency in their compliance. Public Libraries constantly strive to reduce physical barriers to public use of services

In Arizona, more than 65,000 visually and physically impaired people are eligible to use free services offered by the Arizona State Braille and Talking Book Library (BTBL), a division of ASLAPR. BTBL will provide support and services to visually and physically impaired Arizonans who seek assistance through the 28 AJHHs identified in this project.

The BTBL mission is “THAT ALL MAY READ”. BTBL provides books, magazines and other library resources in alternate formats for all Arizona residents whose visual or physical disabilities prevent use of conventional print materials.

In January 2010 alone, BTBL circulated 32,854 books, magazines and descriptive videos. This included 1,816 downloads from the National Library Service Braille Audio Reading Download (BRAD) program. They sent out 500 digital reader machines and answered a total of 8,778 questions – roughly one phone call every 20 seconds. BTBL staff will inform their users about AZ Job Help services.

31. Other Languages

Many libraries have bi-lingual (English and Spanish) staff and trainers who are bi-lingual. Most of the outreach, flyers, bookmarks and posters for their programs are in English as well as Spanish. Phone trees always have bi-lingual messaging.

Suzanne Haddock, Library Director, Santa Cruz County states, “Our entire staff, including myself, is bi-lingual, Spanish-English. Newcomers to the library, if Hispanic, are sometimes self-conscious about their English. They are visibly relieved when they realize we also speak Spanish.”



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Dawn Gardener, Pima County Public Library, says “Curriculum for job help has been created in both Spanish and English. Wherever needed, instruction will be made available bilingually. Pima County is already recruiting and training new computer instructors who speak various languages.”

Pima County will translate the curriculum and/or develop new curriculum based on needs of the populations they will be serving. The curriculum will be made available at all the locations covered by this project.

Arizona State Library was one of forty States that participated in the Gates Foundation funded National Spanish Language Outreach initiative. The program helped train staff who in turn delivered workshops throughout the State to train public library staff to outreach to Spanish speaking communities, as well as the Native American communities. Many counties also reach out to other immigrants and refugees whose primary language may not be English. WebJunction, a portal for library staff, has many outreach materials in different languages, created and shared by library staff from all over the country. ASLAPR is a state partner and provides WebJunction to all Arizona libraries.

Outreach

32. Public Computing Centers Outreach

Arizona is the 6th largest state in terms of territory, 6.5 million people with a 30% Hispanic population. Outreach activities will be bi-lingual and in multiple formats in order to reach diverse populations and will be provided in places frequented by the community. It will be implemented in phases.

The Governor’s Office of Economic Recovery will use media releases to newspapers and local radio stations through PSAs to raise awareness about AZ Job Help Hubs.

Phase 1: Introduce program and engage staff on implementation plans

Regional kick-off meetings: Regional joint briefings are planned in four locations to connect library staff with partners. Frontline staff will understand all BTOP objectives, the resources available, their respective roles, and the project goals. These meetings will help jump start the collaboration and build relationships. Lessons learned from existing partnerships will be used to replicate successes and avoid pitfalls.



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Project Manager in co-ordination with key partners will :

- Develop Media Releases for Governor’s Office and partners
- Create phased implementation plans on an agreed upon schedule
- Formalize partner responsibilities and deliverables, clarify expectations
- Seek quotes and designs for posters, brochures, job aides
- Develop WebJunction content to support staff with program implementation
- Create an ASLAPR WebPortal identifying web tools to support partners
- Manage ongoing communication with partners.
- Plan evaluation and data gathering for reports

Phase 2: Launch Job Help Hubs regionally and collaboratively

- Develop roll out schedules working regionally
- Create media kits for use with local / state media explaining AJHHs; include ARRA attribution
- Create/ revise/duplicate existing curriculum materials for end users
- Develop “rack card” (4” x 9”) size aides for end users
- Develop ongoing revisions for Tools for Tough times and other government information tutorials
- Engage local instructors and share resource materials for training at AJHHs
- Seek sponsors and partners for Public Service Announcements/Printing for each county

Publicity and Media Kits

Posters for libraries, community centers, faith-based organizations, government offices

Brochures for management and partners

Bookmarks for job seekers and businesses will be created and distributed through all possible channels.

Online Web Portal for all partners and users

Additional Outreach Public Service Announcements (PSAs) will be incorporated into the existing resources Workforce Connection, Small Business Development Centers, Dept. of Adult Ed and Community Colleges have established. PSAs will go out over radio and if time and resources permit, over network television and cable channels. All partners will build the Job Help Hub information into existing outreach efforts providing maximum impact and cross promotion.



**Broadband Non-Infrastructure Application
Submission to NTIA – Public Computer Centers**

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33. How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?

- 832200

Training and Education

34. Peripherals and equipment

Each of the 200 Libraries will receive:

Workforce Workstation- Desk top computer with a printer/scanner/ fax/ copier access.

Display units if needed

Each of the 28 Arizona Job Help Hubs will receive:

10 Computers – preferably laptops

A trainer laptop with higher processing power

A projector

A scanner/ printer/ fax

A display unit to display flyers, templates, schedules and work-sheets

Network equipment (routers, switches, hubs)

Laptop charging carts

35. Workstation software

All computers purchased will have Microsoft Office suite, Windows O/S.

Libraries already have licenses for Deep Freeze or similar software to reboot, restore and prevent corruption of their operating system; AZ public libraries are ADA compliant and CIPA compliant. They also have anti-virus software running at scheduled times for upkeep and maintenance. MaintainIT toolkits have been made available and training to use the tool-kits is provided on a rotating monthly cycle.

Specialized software includes

1. Resume writing software – Winway
2. Skills assessment and Practice Tests software - Learning Express



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3. Career skills assessment software - AzCIS (from Dept. of Education)
4. Small businesses Tools and Tutorials (from SBA and Workforce Connection)
5. Tools for Tough Times (from ASLAPR)
6. Government information, online tutorials (from ASLAPR)
7. Commercial Databases - A suite of 40 Databases subscribed in partnership with ASLAPR and Pima County Public Library (PCPL) on a wide range of subjects.
8. Job-Help curriculum developed by Pima County Public Library
9. ESL software - Learn USA
10. Workforce Connection resources

36. Training and education programs

This project will provide, through local libraries, training and access to critical government information (Social Security Benefits, Financial Information, Unemployment Benefits, Health care resources and others) and bring career resources to residents facing job loss, career changes and other economic challenges.

Qualified computer instructors will be hired locally and cross trained by Workforce professionals and other partners and will provide for 40 hours of face to face training every month, in each county. Jobseekers will be assisted with training listed below.

Job Help Hubs will be affiliated with Arizona One-Stop Service Centers (OSSC), established through Title I of the Workforce Investment Act (WIA) of 1998. Workforce staff will train library staff / instructors utilizing the train-the-trainer approach which will allow them to deliver services to residents such as:

- Basic Interviewing skills and techniques
- Career Assessment Skills tools
- Online application creation and migration to plain text files
- 21st century job searching techniques (internet job searches, etc.)
- Resume writing help
- Dress for success tips

One-Stop trainers will provide advanced training in:

- Advanced interviewing skills and techniques
- Vitae development for specific job situations
- Budgeting and financial planning for displaced workers
- Communications techniques
- Displaced Veteran worker support



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- Job re-tooling, vocational and professional training assessment and references (including referrals and assistance in obtaining training from institutions of higher learning)
- Networking concepts and internet networking (Linked In, Etc.)
- Older Worker job search advice and counseling
- Youth Worker job search advice and counseling

Public libraries regularly run programs to train patrons on a wide variety of topics in partnership with local institutions and volunteers. For example, the Phoenix Public Library has retooled its entire adult program effort around workforce literacy.

ASLAPR staff provides extensive ongoing training and professional development for county and public library staff on electronic resources - government and commercial databases, computer literacy, and end-user PC training - outreaching to Spanish speakers and the tribes. In addition, national experts are brought in on a regular basis to update and refresh training for library staff. Some libraries purchase practice tests and teach students how to access and use these programs. Webjunction, the online web portal which is particularly strong in technology training, offers training and discussion forums for library staff. This is provided by ASLAPR to allow library professionals to preparing them to help patrons with their online needs. ASLAPR provides scholarships for credit or certification courses provided by online higher education institutions or professional organization.

One-Stop trainers carry professional degrees and often have real-world experience in business and application areas associated with the training they are delivering. In addition, several One-Stop centers have arrangements with local community colleges, trade schools, and businesses to provide both professional and vocational re-skilling services.

AZ's Small Business Development Center (AZ SBDC) partners with the U.S. Small Business Administration (SBA) and offers excellent online tutorials, podcasts for small businesses on surviving slow business activity, starting a business, marketing, business organization, planning and informational seminars at the libraries and one-on-one counseling services. SBDCs maximize economic impact in the communities they serve. Independent research shows that businesses using SBDC services grow faster and have lower failure rates. In 2009, AZ SBDC's served over 3,500 clients, helped start 310 businesses, and helped create or retain 2,226 jobs.

Community Colleges will be invited to conduct workshops at the libraries or through video-conferencing on Skills assessment; College Readiness (including GED review), Financial Aid, Scholarships and College Applications. Maricopa and Pima Community Colleges already provide career pathway counseling and GED review classes at some libraries.



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U.S.A. Learns www.USALearns.org a project of the U.S. Department of Education and Division of Adult Education and Literacy helps adults get the basic skills they need to be productive workers, family members, and citizens through Adult Basic Education, Adult Secondary Education, and English Language Acquisition. These programs emphasize basic skills such as reading, writing, math, English language competency and problem-solving. In addition, ADE has existing adult education class partnerships in place at public libraries in Pima, Gila, Yavapai and Yuma Counties and the Test of Adult Basics Education (TABE) assessment partnerships in Graham and Greenlee county libraries. GED/HSD graduates compared to those with no high school diploma earn \$5,000 more per year and contribute \$559 more per year to the state budget. Arizona has over 795,970 adults without a high school credential, second only to Hawaii. During Program Year 2008/2009, Arizona’s Adult Education system served 42,000 adults and 14,570 high school equivalency diplomas were awarded through GED testing. There is a waiting list of 4775 people for Adult Basic / Secondary Education and 3020 for English Language Acquisition. This project will reach more people, especially those unable to travel away from local communities.

With a powerful combination of face to face training and assistance, online training, tutorials, videos, podcasts and one-on-one counseling, this project gives Arizonans a chance to receive more job and career-related education closer to their homes while helping build future workforce capacity.

37. If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?

- 98000

38. How many hours of training will be provided to each participant?

- 10

39. How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?

- 7

F. Project Budget



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40. Project Budget	
Federal Grant Request	\$1,646,936
Total Match Amount	\$705,830
Total Budget	\$2,352,766
Match Percent	30.0%

41. Projects Outside Recommended Funding Range:

- This project is within the project size range recommended in the NOFA

42. Sustainability:

The demand for Workforce Connections’ One Stop services far exceeds the organization’s resources and abilities to meet it. The most cost-effective way to reach out to the community and sustain the work of the One-Stops is to offer assistance through anchor institutions such as libraries. Libraries exist in almost every AZ community. In addition to brick and mortar sites, libraries offer weekends and weeknight hours. They also have much needed computers and staff whose job is to help patrons. Increasingly, they also offer training, resources and skills in the use of ever-widening computer applications.

Libraries sustain their broadband access through E-rate reimbursements and those that are not applying for E-rate at this point in time will be assisted through the Bill and Melinda Gates special additional \$150,000 grant to build capacity to secure future E-rate reimbursements. ASLAPR provides on-going assistance to e-rate applicants to sustain their broadband access and will continue to do so beyond the grant period. ASLAPR assistance for Arizona public libraries with e-rate applications has increased the receipt of library e-rate funds by five-fold since 2001. Providing public access computers and training to patrons is a part of the public library’s mission and is supported primarily through the library’s operating budget and sustained through local and county taxes, grant programs, private support and other revenue streams. According to 2007-2008 Arizona Public Library Statistics, public libraries spend \$2.8 million on providing electronic access and another \$3.94 million on electronic content. In addition, ASLAPR supports public access computing and training in libraries through its Library Service and Technology Act (LSTA) funds and State Grants-in-Aid (SGIA) program. ASLAPR and Pima County partner to provide databases through IMLS and local funds. ASLAPR also provides webinars via videoconferencing for library staff who cannot travel due to budget and time restrictions.



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Training for the public is provided using online resources and existing curriculum and therefore, is sustainable. ASLAPR helps library staff keep their skills updated using face to face as well as online classes. Over 500 classes are provided through a subscription to Webjunction - a professional portal for library staff funded by IMLS grants. Dept of Education gives access to GED testing software and AZCIS -a skills assessment software and also promotes the use of LearnUSA an ESL online tutorial. Workforce Connections and AZ Small Business Development Center provide no-fee access to small business tools, classes and counseling. Community Colleges will provide career, scholarships and application assistance. All these can be sustained beyond the grant period. The partnerships are robust, have been in existence prior to this grant and are committed to providing these services as part of their mission.

43. Matching Funds	
Applicant is providing matching funds of at least 20% towards the total eligible project costs?	Yes
Describe the matching contributions	<p>Bill and Melinda Gates Foundation has approved a grant - a cash match \$576,330 to be awarded to the Arizona State Library, Archives and Public Records partnering with the Arizona Office of Economic Recovery in support of the BTOP proposal AZ Job Help @ Your Library, submitted to NTIA. This is contingent upon an award letter from NTIA and the execution of a formal grant agreement with the foundation. The grant will be paid in two equal installments to the ASL. The first payment will be disbursed shortly after Arizona Office of Economic Recovery's receipt of an official BTOP award notice, and the second and final grant payment will be disbursed approximately one year after the first payment.</p> <p>Arizona State Library Archives and Public Records will provide a cash match of \$25,000 for the BTOP proposal AZ Job Help @ Your Library submitted to NTIA. This will be made available in one installment once the grant is awarded and has no restriction on use.</p>



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	<p>The County Libraries in the State will provide a total cash match of \$104,500 for the BTOP proposal AZ Job Help @ Your Library submitted to NTIA. The amounts contributed and the installments in which they are made available are as shown below. There is no restriction on their use.</p> <p>The following is a list of partners who have contributed:</p> <ol style="list-style-type: none"> 1. Name: Bill & Melinda Gates Foundation Amount: \$576,330 (24.5%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 2 equal installment – First installment shortly after award of grant and the 2nd installment one year after the first payment. 2. Name: Arizona State Library, Archives and Public Records Amount: \$25,000 (1.06%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: Single installment once the grant is awarded. 3. Name: Apache County Library District Amount: \$6,000 (0.26%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 3 equal yearly installments once the grant is awarded. 4. Name: Cochise County Library District Amount: \$4,500 (0.19%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: Single installment once the grant is awarded
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	<p>5. Name: Flagstaff City - Coconino County Public Library Amount: \$3,000 (0.13%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 2 installments once the grant is awarded. The first installment will be for \$2,000 and the second will be for \$1,000</p> <p>6. Name: Gila County Library District Amount: \$6,000 (0.26%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 3 equal yearly installments once the grant is awarded</p> <p>7. Name: Safford City - Graham County Library Amount: \$2,000 (0.09%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 2 equal yearly installments once the grant is awarded</p> <p>8. Name: Maricopa County Library District Amount: \$25,000 (1.06%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 3 yearly installments once the grant is awarded. The first 2 installment will be for \$10,000 and the last installment will be for \$5,000.</p> <p>9. Name: Mohave County Library Amount: \$5,000 (0.21%) Funding type: Cash Grant Match</p>
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	<p>Funding Use: No restriction Key Financing Terms: Single installment once the grant is awarded</p> <p>10. Name: Navajo County Library District Amount: \$5,000 (0.21%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: Single installment once the grant is awarded</p> <p>11. Name: Pima County Public Library Amount: \$15,000 (0.64%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: In 3 equal yearly installments once the grant is awarded</p> <p>12. Name: Pinal County Amount: \$10,000 (0.43%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: Single installment once the grant is awarded</p> <p>13. Name: Yavapai County Free Library District Amount: \$5,000 (0.21%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: Single installment once the grant is awarded</p> <p>14. Name: Yuma County Library District Amount: \$18,000 (0.77%) Funding type: Cash Grant Match Funding Use: No restriction Key Financing Terms: single installment once the grant is awarded</p>
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Unjust enrichment	This Project has not applied for and is not receiving any Federal support for non-recurring costs in any area of the award.
Disclosure of federal and/or state funding sources	<p>Library Services and Technology Act (LSTA) provides federal funds distributed to all the states through the Institute of Museum and Library Services. Each state library agency such as ASLAPR, receives funds based on the population of the state, the approved five year plan for the services to be funded by the LSTA funds and certified state fiscal support. ASLAPR uses a part of this funding for statewide projects - e-resources, literacy, early childhood initiatives and library staff training program. The remaining funds are distributed through a competitive grant program, primarily to public libraries. The funds focus on library services and new initiatives. Total LSTA Funds for FY2009: \$3,528,781</p> <p>The State Grant-in-Aid is re-granted to city public libraries based on population and to the county libraries based on geography and size. The program monitored and regulated by ASLAPR, provides direct library services to Arizona residents in both urban and rural locations and provides support for Tribal libraries. A portion of the funds is set aside for small construction projects. Total State Grants in Aid funding for FY2010: \$651,400</p> <p>Education rate (E-rate) provides discounts/reimbursements for telecommunications, internet access, internal connections and basic maintenance. Many of Arizona’s rural libraries apply for E-rate funding to sustain their telecom and internet access. During the last five years, Arizona public libraries have applied for and received more than \$20 million for telecom, internet and internal connections. Many of the rural libraries are in communities with 80 to 90 % poverty levels and actively seek these funds to be able to sustain computer services. The Library Development Division at ASLAPR is funded through a combination of State funds and LSTA funds. The Library Development Division provides direct support to Arizona’s libraries through consultations, visits, and professional development activities. Total State Library Development Division budget for FY2009: \$509,972.</p>



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	<p>The Law and Research Library Division at ASLAPR is funded primarily by State funds. The library provides training in discovery of e-government information and assists with state- wide law, history and public affairs enquiries. The library is the Regional Depository in the Federal Depository Library Program for Arizona and houses the premier collection of the Arizona state agency publications. (FY 2009 \$1,157,104).</p>
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44. Budget Narrative	
Budget narrative	<p>Total project cost is \$2,352,766. GOER is the primary grantee and will reimburse participating libraries for their expenses associated with this grant. The 30% cash match is contributed by the Bill and Melinda Gates Foundation and the county libraries, and is included in the total project costs. The price of all equipment is based on State Master Contract pricing. The core list of equipment and digital content for the 28 AJHHs are based on what the proof-of-concept libraries are using in Pima County.</p> <p>Contractual \$1,243,000: A Project Manager will be responsible for managing and implementing the overall grant requirements and will work closely with the libraries to ensure coordination with all key partners. (on contract - \$60,000 per year x 3 years = \$180,000)</p> <p>Trainer/Coordinator/Instructor: A total of 500 hours per year of training classes will be provided at each center. An additional 300 hours of travel and preparation time is estimated. The estimated average remuneration per hour is \$20. (28 centers x (1500 hours of classes for 3 years + 300 hrs prep/travel time) x \$20.00/hour = \$1,008,000)</p> <p>Operations/Accounts: It is estimated that an Accountant will spend 10 hours a week over a three year period managing the grant budget and accounting tasks associated with the project at an estimated hourly rate of \$20.00/hour. (10 hrs /week x 50 weeks x \$20.00/hr x 3 years = \$30,000).</p> <p>Pre-application \$25,000: Covers the contractor's cost for per application contributed by ASLAPR.</p>



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	<p>Travel \$14,985: It is estimated that personnel will make about 30 overnight trips costing about \$7575 and 57 day trips costing \$7410 during the course of this project. About 2/3 of these trips will occur during the first year of the project.</p> <p>Equipment \$794,000: It is estimated that about \$20,500 of core components as listed are required at each of the 28 library sites (\$20,500 x 28 = \$574,000). The software and digital content includes creating e-government resources training module, Resume writing s/w, MS office suite, Antivirus s/w, Skills assessment s/w, etc. Workforce Stations - desktops for the 200 libraries. (\$1,300 each x 200 = \$260,000)</p> <p>Other \$ 139,076: Marketing -To cover the cost of outreach activities at the libraries – ASLAPR will work with Workforce directors to create an outreach strategy and other ARRA requirements.</p> <p>Supplies \$150,000: It is estimated that consumables (paper, toner cartridge, etc) will be needed during the project period of 3 years.</p> <p>1st Quarter- \$108,275: This covers the cost of project manager, outreach activities and travel cost.</p> <p>2nd Quarter \$925,670: Equipment needed for the various centers will be purchased and installed. Training cost will be incurred during the latter part of the quarter.</p> <p>3rd Quarter \$135,555: Covers the cost of training and Project Manager.</p> <p>4th Quarter \$135,155: Covers the cost of training and Program Manager.</p>
Budget reasonableness	<p>The proposed budget has been scrutinized by ASLAPR and Bill and Melinda Gates staff. Estimates are based upon past experience, published prices and model projects. A detailed list of each budget item associated with this project is included in the budget spreadsheet. The main focus of this grant request is to provide training, education, support and awareness using web-based tools and government resources. Therefore the most significant portion of the proposed budget is for personnel associated with supporting this project.</p>



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	<p>Implementation of this project requires a full time contract Project Manager @\$60,000 per year for three years. ASLAPR will work with Arizona’s network of One-Stop Service Centers to provide Workforce personnel to train the Instructors and librarians to support the 28 AZ Job Help Hubs participating in this project. The partnership with Workforce will provide a train-the trainer at no charge. Participating libraries will work with their local communities in identifying qualified trainers to undertake this task at an hourly rate of \$20/hour. Existing models show that 10 hours per week in training meets the need of the community. By using laptops, the training can be delivered where there is greatest need in the community, the space re-purposed, and more than one group can simultaneously use the laptops. This is a very cost-effective solution.</p> <p>The services of an accountant are estimated at an average of 10 hrs per week at an hourly rate of \$20/hour as there are several ongoing accounting costs. The prime recipient will manage the accounting, and there will be no sub-recipient.</p> <p>Libraries are encouraged to buy locally to help boost local economies and provide local support and maintenance. State Master Contracts and Mohave Educational Contracts are available for best pricing.</p> <p>The travel cost is a three year estimate based on anticipated travel for the Project Manager, the project management team, and county IT staff to travel to local libraries to help buy equipment, configure, set-up, trouble shoot, coordinate and train local library staff. Most trips will be day trips while some may require overnight stays.</p> <p>Videoconferencing tools will be used to minimize travel and overnight stays where possible.</p> <p>As far as possible, the project will leverage free web resources or partner resources for training curriculum and use databases already subscribed to by ASLAPR.</p>
Demonstration of need	<p>In recent years, ASLAPR has successfully managed to continue to provide services in spite of several significant budget reductions. All ASLAPR funds have been allocated to existing operations and services. Therefore, ASLAPR’s budget could not fund the</p>



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	<p>expenditures for Job Help Hubs and the training associated with this grant.</p> <p>The Fiscal Year 2009 Appropriations Report for ASLAPR, from Arizona Revised Statutes, § 41-1331, lists “General Fund” at \$7,378,900 as approved for FY 2009. Subsequent reductions totaling \$937,200 (12.7%) were enacted, leaving the State Library with a FY 2010 general fund budget of \$6,441,700.</p> <p>Arizona FY 2010 began on July 1, 2009 and significant budget deficits are projected due to present economic conditions. Officially the Arizona state fiscal deficit is projected to be \$1.5 billion in fiscal year 2010 and \$2.6 billion in fiscal year 2011. This deficit comes after nearly \$600 million in spending cuts were made late in fiscal year 2009 and carried into fiscal year 2010.</p> <p>As the state attempts to balance the FY 2010 budget, additional demands will be placed on county and local governments. As a result, many of the participating libraries will be facing additional budget challenges. Purchase of much-needed public access computers and equipment for the training center will not be possible without this grant.</p> <p>The continuing volatile economic situation within the state in terms of unemployment (at 9.2 %) coupled with tight or declining budget constraints preclude local purchase of additional equipment associated with this project without grant funds. The community need for providing training to the most vulnerable segments of their populations is crucial, hence the application for this grant via this BTOP round 2 funding. Without the award of this grant it will be impossible to purchase much needed computers and equipment required to establish Job Help Hubs which could extend the reach and capacity of the existing services and provide critical training programs to the most vulnerable populations within communities state-wide.</p>
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45. Funds to States/Territories

States	Amount of Federal Grant Request
Arizona	1,646,936

Funds to States/Territories Total: \$1,646,936

G. Historical Financials

46. Matching Funds

	2007	2008	2009
Revenue	0	0	0
Expenditures	0	0	0
Net Assets	0	0	0
Change in Net Assets from Prior Year	0	0	0
Bond Rating (if applicable)			

H. Public Computer Center Summary

47. Jobs

How many direct jobs-years will be created from this project?	33
How many indirect jobs will be created from this project?	8
How many jobs will be induced from this project?	10

48. Methodology used to estimate jobs:

Based on the Council of Economic Advisor's guidelines on job creation, this project which is estimated to cost \$ 2,352,766.00 will generate a total of 25.5 job-years which will result in about



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8 direct, 8 indirect and 10 induced job-years. Also as per the project proposal a total of 8.25 FTE's is being contracted during the project's 3 year period. These will result in an approximate 25 direct job-years. Thus this project is estimated to create 33 direct job-years, 8 indirect job-years and 10 induced job-years.

49. Proposed # of Public Computer Centers	
Schools (k-12)	0
Libraries	28
Medical and Healthcare Providers	0
Public Safety Entities	0
Community Colleges	0
Public Housing	0
Other Institutions of Higher Education	0
Other Community Support Organization	0
Other Government Facilities	0

Total Proposed Public Computer Centers 28

Current Total Persons in Service Area 6683129

50. Minority Serving Institutions	
Historically Black Colleges and Universities	0
Tribal Colleges and Universities	0
Alaska Native Serving	0



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Funding Opportunity: Public Computer Centers		Applicant Organization: OFFICE OF THE GOVERNOR, ARIZONA OFFICE OF ECONOMIC RECOVERY, THE	
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Institutions	
Hispanic Serving Institutions	0
Native Hawaiian Serving Institutions	0
TOTAL MINORITY SERVING INSTITUTIONS	0

51. Weekly Usage Summary	
Total Current # of Persons Served per 120-hour Business Week	103730
Total Proposed # of Persons Served per 120-hour Business Week	4677
Total Current # of Persons Served per 48-hour Weekend	17271
Total Proposed # of Persons Served per 48-hour Weekend	871

52. Broadband Workstation Summary	
Number of Current Workstations proposed to be upgraded	480
Total Current # of Broadband Workstations	3665
Total Proposed # of Broadband Workstations	4145
Average Current Facility Broadband Connection Speed	3.80 Mbps



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Average Proposed Facility Broadband Connection Speed	3.80 Mbps
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I. Project Readiness

53. Licenses and Regulatory Approvals

No Licenses and regulatory approvals are required as no new constructions are planned in this project.

54. Organizational Readiness

GOER is the lead applicant for this project. ASLAPR, in collaboration with other key partners will implement this project.

GOER - Created in 2009 works with federal, state, local, and tribal agencies, as well as, corporate and community-based organizations to develop, operate, and evaluate a wide range of programs in order to fully implement the American Recovery and Reinvestment Act (ARRA) of 2009 throughout the State of Arizona. GOER's mission is to effectively manage several high-profile ARRA programs along with providing leadership in developing the state's capacity to apply for, receive, implement, and report on programs made available by the federal government through ARRA.

- State Fiscal Stabilization Fund-Government Services, Grantor – U.S. Department of Education Award Amount – \$185,085,841
- eHealth, Grantor - Office of the National Coordinator for Health Information Technology (ONC) Award Amount - \$9,300,000
- State Fiscal Stabilization Fund-Education (Phase I), Grantor – U.S. Department of Education, Award Amount - \$557,352,452

Grants applied for:

- State Fiscal Stabilization Fund-Education (Phase II), Grantor – U.S. Department of Education, Projected Award Amount - \$276,000,000

AZ Work Force Investment Act established the One-Stops in 1998 and since then they have been providing services for job seekers and employers. They make available a wide array of job training, educational, and employment services to the most vulnerable populations. The Workforce Connection programs have applied and successfully received several federal grants which are being implemented.



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ASLAPR has a track record of applying for, receiving, implementing and managing various federal grant programs. They have also been awarded a grant for enhancing computer availability at their public libraries across the State through BTOP round 1 which is currently in the implementation phase.

On-going federal projects include:

- Universal Service Fund (E-rate to support library telecommunications). Coordinated on behalf of libraries across Arizona (2006, 07, 08) -\$5,178,491
- Library Services Technology Act (LSTA) for purposes identified in the Five-Year Plan for FY2008-2012 Cooperative Agreement (2009 total) - \$3,528,781
- Library of Congress/National Digital Information Infrastructure and Preservation Program (PeDALS) (amount received 2008, 09) - \$1,015,942
- A second PeDALS grant from Library of Congress \$550,000
- National Endowment for the Humanities (NEH) to digitize historic Arizona Newspapers (amount received 2008 - 10) \$400,000

For each project, internal financial reporting is through the Arizona Financial Information System (AFIS). Accounting tracks all grants, including the above federal grants. Utilizing spreadsheet analysis, complete financial reports are released on a quarterly/yearly basis or as needed.

ASLAPR is also a part of the GAO-ARRA tracking system and staff has been attending weekly update meetings and will follow GAO guidelines.

55. Project Timeline and Challenges

The project timeline for the BTOP PCC grant will begin within 30 days of grant award and will be coordinated with anticipated ARRA funding to equip Arizona Libraries with AJHH's. The timeline described below is defined over 12 quarters (three years) with 100% of the targeted locations implemented in the first 6 months. The remaining period of the project will include enhancements to services based on lessons learned.

1st Qtr - Hire a Project Manager to coordinate the overall activities of the project. Notify AZ Department of Administration (ADOA); establish the project tracking tools internally through the AZ Financial Information System (AFIS). Set up external tracking through ADOA's Stimulus Tracking system; PM acquires training on the ARRA/GAO system.

Work with the public libraries in identifying the make & model for the hardware equipment needed for the AJHH's. Identify and negotiate with s/w vendors on pricing and licensing.



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Identify & negotiate with H/W vendors for equipment. Work with key partners to evolve the marketing / outreach strategies. Gather statistics as needed for reporting as per ARRA guidelines. 2nd Qtr - Work with vendors in sourcing and installing H/W at the 28 AJHH's. Identify the trainers in consultation with public libraries. Co-ordinate with the workforce centers in training the trainers for staff and instructors. Plan on the training schedule to be offered at these AJHH's. Make available these AJHH's as they become functional to the community. Evolve data gathering guidelines at these AJHH's as per ARRA requirements. Gather statistics as needed for reporting as per ARRA guidelines.

3rd Qtr – Monitor training activities at AJHH's and fine tune them for effectiveness in consultation with the local public libraries and the communities served. Gather statistics as needed for reporting as per ARRA guidelines.

Repeat the 3rd qtr activities for the remaining period of the project – 13 qtrs.

At the end of the project period, PM submits a report on lessons learned, what worked, what did not work during the project, suggestions and improvements given so that they can be implemented and followed through the sustainability phase.

It is a challenge to implement a project across the state as the local community requirements and needs vary vastly. The Project Manager has to interact with each public library partner in fine tuning the programs offered at their locations to meet local community needs.

It is also a challenge to work with multiple partners with tight schedules and budgets for a successful completion of the project.

As this project addresses the needs of vulnerable populations to meet current economic challenges, any changes to the economic situation greatly impact project effectiveness. PM will review and refocus as the situation demands.

56. SPIN Number

J. Environmental Questionnaire

57. Does this PCC application have construction or ground disturbing activities?

No



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If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

58. Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.

Yes

Computers – laptops / desktop
Data projector and screen
Printer / copier / fax
Network equipments – Routers / switches / wireless access points / hubs.
Computer storage cart

59. Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?

Yes

60. Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.

No

61. Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?

Yes

62. Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.

Yes



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The main focus of this project is to provide job related training, access to government resources and tools, and training for skills needed for the 21st Century job market. The training and resources will reach the most vulnerable population of the community to help them be better prepared.

63. Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.

No

64. Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?

No

K. Environmental Questionnaire – Part 2

65. Project Description

66. Property Changes

67. Buildings

68. Wetlands



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69. Critical Habitats

70. Floodplain

71. Protected Land

72. Coastal Area

73. Brownfield



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Uploads

The following pages contain the following uploads provided by the applicant:

Upload Name	File Name	Uploaded By	Uploaded Date
Management Team Resumes and Organization Chart	Management team resumes and Org Chart.pdf	Hanson, Matthew	03/11/2010
Government and Key Partnerships	Government and Key Partnerships Support Letters.pdf	Hanson, Matthew	03/11/2010
Historical Financial Statements	Combined Historical Financials.pdf	Hanson, Matthew	03/11/2010
Public Center Detail	PCC Details Attachment.xls	Hanson, Matthew	03/11/2010
Detailed Budget	PCC Detailed Budget Attachment.xls	Hanson, Matthew	03/11/2010
BTOP Certifications	GOER -BTOP certification.pdf	Hanson, Matthew	03/11/2010
SF424 Budget (A or C)	SF_424 BUDGET.pdf	Hanson, Matthew	03/11/2010
SF424 B and D Assurances	PCC SF-424 B and D Forms.pdf	Hanson, Matthew	03/11/2010



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Supplemental Information	Match and Certification combined..pdf	Hanson, Matthew	03/11/2010