

LIBRARY COMMISSION  
SCHEDULE OF TOTAL EXPENDITURES & TRANSFERS-OUT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2008

PROGRAM (ORG) EXPENDITURES & TRANSFERS-OUT	<u>STATEWIDE LIBRARY RESOURCES</u>
Personal Services	
Salaries	\$ 1,587,632
Other Compensation	1,525
Employee Benefits	492,747
Total	<u>2,081,904</u>
Operating Expenses	
Other Services	1,249,612
Supplies & Materials	72,373
Communications	56,855
Travel	105,277
Rent	340,258
Repair & Maintenance	122,832
Other Expenses	187,814
Total	<u>2,135,021</u>
Equipment & Intangible Assets	
Equipment	18,314
Total	<u>18,314</u>
Grants	
From State Sources	476,723
From Federal Sources	45,412
From Other Sources	56,031
Total	<u>578,166</u>
Total Expenditures & Transfers-Out	<u>\$ 4,813,405</u>
EXPENDITURES & TRANSFERS-OUT BY FUND	
General Fund	\$ 2,348,982
State Special Revenue Fund	1,250,323
Federal Special Revenue Fund	1,166,144
Enterprise Fund	47,956
Total Expenditures & Transfers-Out	4,813,405
Less: Nonbudgeted Expenditures & Transfers-Out	7,170
Prior Year Expenditures & Transfers-Out Adjustments	(68)
Actual Budgeted Expenditures & Transfers-Out	4,806,303
Budget Authority	6,086,924
Unspent Budget Authority	<u>\$ 1,280,621</u>
UNSPENT BUDGET AUTHORITY BY FUND	
General Fund	\$ 53,165
State Special Revenue Fund	251,664
Federal Special Revenue Fund	823,748
Enterprise Fund	152,044
Unspent Budget Authority	<u>\$ 1,280,621</u>

This schedule is prepared from the Statewide Accounting, Budgeting, and Human Resources System (SABHRS) without adjustment. Additional information is provided in the notes to the financial schedules beginning on page A-11.

LIBRARY COMMISSION  
SCHEDULE OF CHANGES IN FUND BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2008

	General Fund	State Special Revenue Fund	Federal Special Revenue Fund	Enterprise Fund
FUND BALANCE: July 1, 2007	\$ (296,634)	\$ 300,961	\$ 0	\$ 0
ADDITIONS				
Budgeted Revenues & Transfers-In		395,553	1,166,144	47,956
Nonbudgeted Revenues & Transfers-In	269	39,788		
Prior Year Revenues & Transfers-In Adjustments		(923)		
Direct Entries to Fund Balance	2,156,067	692,234		
Total Additions	<u>2,156,336</u>	<u>1,126,652</u>	<u>1,166,144</u>	<u>47,956</u>
REDUCTIONS				
Budgeted Expenditures & Transfers-Out	2,348,127	1,244,075	1,166,144	47,956
Nonbudgeted Expenditures & Transfers-Out		7,171		
Prior Year Expenditures & Transfers-Out Adjustments	855	(923)		
Total Reductions	<u>2,348,982</u>	<u>1,250,323</u>	<u>1,166,144</u>	<u>47,956</u>
FUND BALANCE: June 30, 2008	\$ <u>(489,280)</u>	\$ <u>177,290</u>	\$ <u>0</u>	\$ <u>0</u>

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LIBRARY COMMISSION  
SCHEDULE OF TOTAL REVENUES & TRANSFERS-IN  
FOR THE FISCAL YEAR ENDED JUNE 30, 2008

	General Fund	State Special Revenue Fund	Federal Special Revenue Fund	Enterprise Fund	Total
<b>TOTAL REVENUES &amp; TRANSFERS-IN BY CLASS</b>					
Taxes	\$ 269				\$ 269
Charges for Services		\$ 14,699		\$ 47,956	62,655
Investment Earnings		7,846			7,846
Grants, Contracts, and Donations		411,873			411,873
Federal Indirect Cost Recoveries			\$ 40,321		40,321
Federal			1,125,823		1,125,823
Total Revenues & Transfers-In	269	434,418	1,166,144	47,956	1,648,787
Less: Nonbudgeted Revenues & Transfers-In	269	39,788			40,057
Prior Year Revenues & Transfers-In Adjustments		(923)			(923)
Actual Budgeted Revenues & Transfers-In	0	395,553	1,166,144	47,956	1,609,653
Estimated Revenues & Transfers-In	233	397,376	1,183,913	47,956	1,629,478
Budgeted Revenues & Transfers-In Over (Under) Estimated	\$ (233)	\$ (1,823)	\$ (17,769)	\$ 0	\$ (19,825)
<b>BUDGETED REVENUES &amp; TRANSFERS-IN OVER (UNDER) ESTIMATED BY CLASS</b>					
Taxes	\$ (233)				\$ (233)
Charges for Services		\$ (82)			(82)
Grants, Contracts, and Donations		(1,741)			(1,741)
Federal			\$ (17,769)		(17,769)
Budgeted Revenues & Transfers-In Over (Under) Estimated	\$ (233)	\$ (1,823)	\$ (17,769)	\$ 0	\$ (19,825)

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LIBRARY COMMISSION  
SCHEDULE OF TOTAL REVENUES & TRANSFERS-IN  
FOR THE FISCAL YEAR ENDED JUNE 30, 2009

	General Fund	State Special Revenue Fund	Federal Special Revenue Fund	Enterprise Fund	Total
TOTAL REVENUES & TRANSFERS-IN BY CLASS					
Taxes	\$ 293	\$ 15		\$ 93	\$ 401
Charges for Services		88,490		196,390	284,880
Investment Earnings		3,287			3,287
Grants, Contracts, and Donations		335,866			335,866
Federal Indirect Cost Recoveries			\$ 40,319		40,319
Federal			1,236,296		1,236,296
Total Revenues & Transfers-In	293	427,658	1,276,615	196,483	1,901,049
Less: Nonbudgeted Revenues & Transfers-In	293	7,672		93	8,058
Actual Budgeted Revenues & Transfers-In	0	419,986	1,276,615	196,390	1,892,991
Estimated Revenues & Transfers-In	233	427,137	1,286,651	198,000	1,912,021
Budgeted Revenues & Transfers-In Over (Under) Estimated	\$ (233)	\$ (7,151)	\$ (10,036)	\$ (1,610)	\$ (19,030)
BUDGETED REVENUES & TRANSFERS-IN OVER (UNDER) ESTIMATED BY CLASS					
Taxes	\$ (233)				\$ (233)
Charges for Services		\$ (483)		\$ (1,610)	(2,093)
Grants, Contracts, and Donations		(6,668)			(6,668)
Federal			\$ (10,036)		(10,036)
Budgeted Revenues & Transfers-In Over (Under) Estimated	\$ (233)	\$ (7,151)	\$ (10,036)	\$ (1,610)	\$ (19,030)

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LIBRARY COMMISSION  
SCHEDULE OF TOTAL EXPENDITURES & TRANSFERS-OUT  
FOR THE FISCAL YEAR ENDED JUNE 30, 2009

PROGRAM (ORG) EXPENDITURES & TRANSFERS-OUT	STATEWIDE LIBRARY RESOURCES
Personal Services	
Salaries	\$ 1,635,273
Other Compensation	2,375
Employee Benefits	530,834
Personal Services-Other	246
Total	<u>2,168,728</u>
Operating Expenses	
Other Services	1,437,847
Supplies & Materials	150,204
Communications	70,088
Travel	98,242
Rent	359,658
Repair & Maintenance	217,428
Other Expenses	133,964
Total	<u>2,467,431</u>
Equipment & Intangible Assets	
Equipment	3,957
Total	<u>3,957</u>
Grants	
From State Sources	476,723
From Federal Sources	13,475
From Other Sources	44,714
Total	<u>534,912</u>
Other Post Employment Benefits	
Other Post Employment Benefits	1,080
Total	<u>1,080</u>
Total Expenditures & Transfers-Out	<u>\$ 5,176,108</u>
EXPENDITURES & TRANSFERS-OUT BY FUND	
General Fund	\$ 2,438,726
State Special Revenue Fund	1,263,051
Federal Special Revenue Fund	1,276,615
Enterprise Fund	197,716
Total Expenditures & Transfers-Out	5,176,108
Less: Nonbudgeted Expenditures & Transfers-Out	19,840
Prior Year Expenditures & Transfers-Out Adjustments	(31,844)
Actual Budgeted Expenditures & Transfers-Out	5,188,112
Budget Authority	5,821,153
Unspent Budget Authority	<u>\$ 633,041</u>
UNSPENT BUDGET AUTHORITY BY FUND	
General Fund	\$ 42,784
State Special Revenue Fund	140,162
Federal Special Revenue Fund	432,854
Enterprise Fund	17,241
Unspent Budget Authority	<u>\$ 633,041</u>

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LIBRARY COMMISSION  
SCHEDULE OF CHANGES IN FUND BALANCES  
FOR THE FISCAL YEAR ENDED JUNE 30, 2009

	General Fund	State Special Revenue Fund	Federal Special Revenue Fund	Enterprise Fund
FUND BALANCE: July 1, 2008	\$ (489,280)	\$ 177,290	\$ 0	\$ 0
ADDITIONS				
Budgeted Revenues & Transfers-In		419,986	1,276,615	196,390
Nonbudgeted Revenues & Transfers-In	293	7,672		93
Direct Entries to Fund Balance	2,505,591	837,859		
Total Additions	<u>2,505,884</u>	<u>1,265,517</u>	<u>1,276,615</u>	<u>196,483</u>
REDUCTIONS				
Budgeted Expenditures & Transfers-Out	2,470,636	1,244,471	1,276,615	196,390
Nonbudgeted Expenditures & Transfers-Out	(66)	18,580		1,326
Prior Year Expenditures & Transfers-Out Adjustments	(31,844)			
Total Reductions	<u>2,438,726</u>	<u>1,263,051</u>	<u>1,276,615</u>	<u>197,716</u>
FUND BALANCE: June 30, 2009	<u>\$ (422,122)</u>	<u>\$ 179,756</u>	<u>\$ 0</u>	<u>\$ (1,233)</u>

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**U.S. Department of Commerce**  
**Broadband Technology Opportunities Program**  
**Authentication and Certifications**

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1. I certify that I am the duly Authorized Organization Representative (AOR) of the applicant organization, and that I have been authorized to submit the attached application on its behalf.
2. I certify that I have examined this application, that all of the information and responses in this application, including certifications, and forms submitted, all of which are part of this grant application, are material representations of fact and true and correct to the best of my knowledge, that the entity(ies) that is requesting grant funding pursuant to this application and any subgrantees and subcontractors will comply with the terms, conditions, purposes, and federal requirements of the grant program; that no kickbacks were paid to anyone; and that a false, fictitious, or fraudulent statements or claims on this application are grounds for denial or termination of a grant award, and/or possible punishment by a fine or imprisonment as provided in 18 U.S.C. §1001 and civil violations of the False Claims Act.
3. I certify that the entity(ies) I represent have and will comply with all applicable federal, state, and local laws, rules, regulations, ordinances, codes, orders and programmatic rules and requirements relating to the project. I acknowledge that failure to do so may result in rejection or deobligation of the grant or loan award. I acknowledge that failure to comply with all federal and program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities.
4. I certify that the entity(ies) I represent has and will comply with all applicable administrative and federal statutory, regulatory, and policy requirements set forth in the Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements ("DOC Pre-Award Notification"), published in the Federal Register on February 11, 2008 (73 FR 7696), as amended; DOC Financial Assistance Standard Terms and Conditions (Mar. 8, 2009); the Department of Commerce American Recovery and Reinvestment Act Award Terms (Apr. 9, 2009); and any Special Award Terms and Conditions that are included by the Grants Officer in the award.
5. I certify that any funds awarded to the entity(ies) I represent as a result of this application will not result in any unjust enrichment of such entity(ies) or duplicate any funds such entity(ies) receive under federal universal service support programs administered by the Universal Service Administrative Corporation (USAC).
6. I certify that the entity(ies) I represent has secured access to pay the 20% of total project cost or has petitioned the Assistant Secretary of NTIA for a waiver of the matching requirement.

Date

3/12/10

Authorized Organization Representative Signature

Print Name

Title

*Kris M Schmitz*  
*Kris M Schmitz*  
*Central Services Manager*

## **BTOP Public Computer Center Detail Template**

Complete the Public Computer Center Details worksheet attached to this application to accommodate all of the Public Computer Centers that will benefit from this project from the specified list. A Community Anchor Institution is considered a minority-serving secondary educational institution with enrollment of minority students exceeding 50%. Note that the calculated totals in bold will be needed to complete the PCC Capacity Worksheet.

**The data provided via this template will be subjected to automated processing; therefore, please provide this attachment as an Excel file, and not to convert it to a PDF prior to submission. The data should be provided on an appropriate electronic medium, such as a DVD, CD-ROM, or flash drive.**



## template

ation. Add rows as necessary to  
ject. All centers should be given a type  
y-serving institution if it is a post-  
ng 50 percent of its total enrollment.  
icity page of the application.

**g. Applicants are therefore required to  
submitting a copy of their application**

### BTOP Public Computer Centers Detail Template

Title: **Enhancing Computing Centers at Montana Public Libraries**  
 Easy Grants ID: **6092**

Center Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type
Darby Community Public Library	Darby Community Public Library	101 1/2 South Marshall Street	Darby	MT	59829	Library	No
Bridger Public Library	Bridger Public Library	119 East Broadway Avenue	Bridger	MT	59014	Library	No
Fairfield Public Library	Fairfield Public Library	14 North 4th St	Fairfield	MT	59436	Library	No
Livingston-Park County Public Library	Livingston-Park County Public Library	228 West Callender Street	Livingston	MT	59047	Library	No
Belt Public Library	Belt Public Library	404 Millard St	Belt	MT	59412	Library	No
Preston Hot Springs Town/County Library	Preston Hot Springs Town/County Library	203 East Main	Hot Springs	MT	59845	Library	No
Butte Silver Bow Public	Butte Silver Bow Public	226 West Broadway	Butte	MT	59701	Library	No
North Valley Public Library	North Valley Public Library	208 Main Street	Stevensville	MT	59870	Library	No
Chouteau County Library	Chouteau County Library	1518 Main	Fort Benton	MT	59442	Library	No
Miles City Public Library	Miles City Public Library	One South Tenth Street	Miles City	MT	59301	Library	No
Rosebud County Library	Rosebud County Library	201 North 9th Avenue	Forsyth	MT	59327	Library	No
Phillips County Library	Phillips County Library	10 South 4th St East	Malta	MT	59538	Library	No
Flathead County Library	Flathead County Library	247 1st Ave East	Kalispell	MT	59901	Library	No
Lewis & Clark Library - Helena Main Branch	Lewis & Clark Library - Helena Main Branch	120 South Last Chance Gulch	Helena	MT	59601	Library	No
Polson City Library	Polson City Library	2 - 1st Ave E	Polson	MT	59860	Library	No
Bozeman Public Library	Bozeman Public Library	626 E Main Street	Bozeman	MT	59715	Library	No
Red Lodge Carnegie Library	Red Lodge Carnegie Library	3 West 8th Street	Red Lodge	MT	59068	Library	No
Sheridan County Library	Sheridan County Library	100 West Laurel Ave	Plentywood	MT	59254	Library	No
Parmly Billings Library	Parmly Billings Library	510 North Broadway	Billings	MT	59101	Library	No
Bicentennial Library	Bicentennial Library	419 Willow Avenue	Colstrip	MT	59323	Library	No
Parmly Billings Library/MSU-B College of Technology	Parmly Billings Library/MSU-B College of Technology	3803 Central Avenue	Billings	MT	59102	Library	No
Great Falls Public Library	Great Falls Public Library	301 2nd Ave North	Great Falls	MT	59401	Library	No
Carnegie Public Library	Carnegie Public Library	314 McLeod	Big Timber	MT	59011	Library	No
Sidney-Richland County Library	Sidney-Richland County Library	121 3rd Ave NW	Sidney	MT	59270	Library	No
Lincoln County Public Libraries - Eureka	Lincoln County Public Libraries - Eureka	318 Dewey Avenue	Eureka	MT	59917	Library	No
Conrad Public Library	Conrad Public Library	15 4th Avenue SW	Conrad	MT	59425	Library	No
Ronan City Library	Ronan City Library	203 Main Street SW	Ronan	MT	59864	Library	No
Lincoln County Public Libraries - Troy	Lincoln County Public Libraries - Troy	207 North 3rd Street	Troy	MT	59935	Library	No

		Broadband Workstations				Facility Broadband Connection Speed (Mbps)		Weekday Hours Open to the Public		Weekend Hours Open to the Public		Weekday Number of Persons Served		Weekend Number of Persons Served	
Center Name	Estimated # of Total Persons in facility's Service Area	Number of Broadband Stations Available (CURRENT)	Number of Broadband Stations to be Replaced (PROPOSED)	Number of Broadband Stations to be Added (PROPOSED)	Number of Broadband Workstations Available (PROPOSED)	Facility Broadband Connection Speed (CURRENT Mbps)	Facility Broadband Connection Speed (PROPOSED Mbps)	Average Hours Open to Public Per 120-hour Business Week (CURRENT)	Average Hours Open to Public Per 120-hour Business Week (PROPOSED)	Average Hours Open to Public Per 48-hour Weekend (CURRENT)	Average Hours Open to Public Per 48-hour Weekend (PROPOSED)	Proposed # persons served per 120-hour business week (CURRENT)	Proposed # persons served per 120-hour business week (PROPOSED)	Proposed # persons served per 48-hour weekend (CURRENT)	Proposed # persons served per 48-hour weekend (PROPOSED)
Darby Community Public Library	20,332	5	-	2	7	6	12	32	32	4	4	115	200	20	50
Bridger Public Library	4,829	2	2	4	4	3	6	17	25	-	-	15	45	-	-
Fairfield Public Library	5,992	8	4	5	9	10	20	19	19	-	-	100	113	100	225
Livingston-Park County Public Library	16,189	15	7	12	20	3	30	44	44	7	7	637	735	79	95
Belt Public Library	41,013	5	5	7	7	3	3	18	18	4	4	30	50	10	10
Preston Hot Springs Town/County Library	5,517	3	3	7	7	1	11	21	32	6	6	75	150	50	75
Butte Silver Bow Public	32,803	11	5	15	21	2	8	51	51	7	7	400	764	60	115
North Valley Public Library	20,332	8	4	16	20	2	6	36	36	7	7	187	358	37	100
Chouteau County Library	1,306	7	2	2	7	3	10	47	47	-	-	200	200	-	400
Miles City Public Library	11,149	9	2	10	17	6	25	36	36	8	8	70	224	35	35
Rosebud County Library	4,595	7	2	4	9	1	15	39	39	4	4	251	325	32	50
Phillips County Library	3,904	3	3	3	3	2	2	34	34	4	4	20	35	2	6
Flathead County Library	88,473	20	-	10	30	6	48	47	47	6	6	1,600	2,400	280	420
Lewis & Clark Library - Helena Main Branch	60,925	35	-	10	45	2	100	63	63	11	11	1,466	1,885	418	537
Polson City Library	14,345	11	7	14	18	1	27	37	47	5	7	264	350	36	75
Bozeman Public Library	89,824	41	28	28	41	7	100	47	47	11	11	2,304	2,304	576	576
Red Lodge Carnegie Library	4,829	5	3	13	15	2	22	32	36	6	2	155	523	30	30
Sheridan County Library	3,283	3	2	3	4	1	8	45	45	7	7	90	230	5	21
Parmly Billings Library	47,449	19	-	12	31	3	3	52	52	11	11	1,010	1,400	214	300
Bicentennial Library	4,595	9	2	5	12	2	2	37	37	3	3	84	112	11	15
Parmly Billings Library/MSU-B College of Technology	47,449	6	6	30	30	1	1	45	51	-	4	150	1,400	-	120
Great Falls Public Library	41,013	22	5	13	30	5	100	46	46	12	12	1,100	1,445	330	445
Carnegie Public Library	3,790	7	2	4	9	7	14	35	35	8	8	160	500	40	50
Sidney-Richland County Library	9,270	14	5	22	31	2	40	44	50	7	10	125	150	30	45
Lincoln County Public Libraries - Eureka	6,324	2	2	3	3	1	5	24	24	3	3	45	60	12	20
Conrad Public Library	5,852	7	4	6	9	1	10	38	38	-	-	225	289	-	-
Ronan City Library	14,345	7	3	5	9	3	3	26	32	4	6	136	160	24	35
Lincoln County Public Libraries - Troy	6,324	3	3	4	4	2	6	24	24	3	3	70	90	20	25

Center Name	Organization	Address Line 1	City	State	Zip	Facility Type	Minority Serving Institution Type
Lincoln County Public Libraries - Libby	Lincoln County Public Libraries - Libby	220 West 6th Street	Libby	MT	59923	Library	No
Glasgow City-County Library	Glasgow City-County Library	408 Third Avenue South	Glasgow	MT	59230	Library	No
Judith Basin County Free Library	Judith Basin County Free Library	93 Third Street North	Stanford	MT	59479	Library	No
Hearst Free Library	Hearst Free Library	401 Main Street	Anaconda	MT	59711	Library	No
Missoula Public Library	Missoula Public Library	301 E Main Street	Missoula	MT	59802	Library	No
Browning Branch Library	Browning Branch Library	9 1st Street Northwest	Browning	MT	59417	Library	No
Broadwater School and Community Library	Broadwater School and Community Library	201 N Spruce St	Townsend	MT	59644	Library	No
Glacier County Library	Glacier County Library	21 1st Avenue SE	Cut Bank	MT	59427	Library	No
Thompson-Hickman County Library	Thompson-Hickman County Library	217 Idaho Street	Virginia City	MT	59755	Library	No
Liberty County Library	Liberty County Library	100 East 1st Street	Chester	MT	59522	Library	No
Laurel Public Library	Laurel Public Library	720 West 3rd St	Laurel	MT	59044	Library	No
Highwood School and Community Library	Highwood School and Community Library	160 West Saint South	Highwood	MT	59450	Library	No
Geraldine Branch Library	Geraldine Branch Library	254 South Main Street	Geraldine	MT	59446	Library	No
Big Sandy Branch Library	Big Sandy Branch Library	230 1st Avenue	Big Sandy	MT	59520	Library	No

**Totals:**

Center Name	Estimated # of Total Persons in facility's Service Area	Broadband Workstations				Facility Broadband Connection Speed (Mbps)		Weekday Hours Open to the Public		Weekend Hours Open to the Public		Weekday Number of Persons Served		Weekend Number of Persons Served	
		Number of Broadband Stations Available (CURRENT)	Number of Broadband Stations to be Replaced (PROPOSED)	Number of Broadband Stations to be Added (PROPOSED)	Number of Broadband Workstations Available (PROPOSED)	Facility Broadband Connection Speed (CURRENT Mbps)	Facility Broadband Connection Speed (PROPOSED Mbps)	Average Hours Open to Public Per 120-hour Business Week (CURRENT)	Average Hours Open to Public Per 120-hour Business Week (PROPOSED)	Average Hours Open to Public Per 48-hour Weekend (CURRENT)	Average Hours Open to Public Per 48-hour Weekend (PROPOSED)	Proposed # persons served per 120-hour business week (CURRENT)	Proposed # persons served per 120-hour business week (PROPOSED)	Proposed # persons served per 48-hour weekend (CURRENT)	Proposed # persons served per 48-hour weekend (PROPOSED)
Lincoln County Public Libraries - Libby	6,324	9	9	10	10	2	15	33	33	8	8	190	240	47	55
Glasgow City-County Library	6,892	3	3	5	5	15	15	52	52	7	7	57	75	13	25
Judith Basin County Free Library	2,014	7	-	1	8	1	12	44	44	-	-	64	77	-	-
Hearst Free Library	8,843	10	5	10	15	2	22	46	46	8	8	400	475	50	175
Missoula Public Library	111,182	69	-	10	79	5	100	69	69	13	13	1,704	1,951	486	556
Browning Branch Library	6,649	4	2	3	5	1	8	30	30	4	4	48	72	8	16
Broadwater School and Community Library	4,704	10	-	5	15	20	22	35	35	7	7	158	228	33	47
Glacier County Library	6,649	7	5	7	9	1	14	38	38	4	4	155	205	12	18
Thompson-Hickman County Library	5,517	5	3	7	9	5	14	37	42	-	5	100	204	-	-
Liberty County Library	1,725	10	6	6	10	4	15	195	195	-	-	100	100	-	-
Laurel Public Library	47,449	7	3	6	10	2	15	42	50	3	6	205	349	17	49
Highwood School and Community Library	1,306	0	-	2	2	2	2	-	14	-	2	-	-	-	100
Geraldine Branch Library	1,306	2	1	1	2	3	3	40	40	-	-	45	45	-	100
Big Sandy Branch Library	1,306	2	1	2	3	6	6	46	46	-	-	60	60	-	100
<b>Totals:</b>	<b>827916</b>	<b>439</b>	149	344	<b>634</b>	<b>3.55</b>	<b>21.30</b>	41	43	5	5	<b>14370</b>	<b>20577</b>	<b>3117</b>	<b>5116</b>

## **BTOP Public Computer Center and Sustainable Broadband Detailed Budget**

Please complete the Detailed Budget, breaking out individual line items under each category heading (add rows to each section as necessary to accommodate your line items). Please ensure line item total columns in the "General" and "Detail" sections are equal for each line item (a cell with a yellow highlight indicates an inconsistency). Also, you may utilize the provided space for additional notes, if desired (there is also a Budget Narrative question in the application in which you will provide narrative detail on this budget).

Specifics needed for each cost category line item:

**Personnel:** For each position, list the number of positions, the location or geography of position, the job/task responsibilities for the position, the annual salary, and the percent of time a person filling the position will spend working on the proposed BTOP project. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.*, for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Fringe:** For each position, note the number of positions, the annual salary, the percent of time a person filling this position will spend working on the proposed BTOP project, and the fringe rate applicable to the position. For lines with more than one position, the Quarters Employed field should represent number of quarters per person (*e.g.* for two employees each working for one year, Quarters Employed should be 4 rather than 8).

**Equipment:** List all equipment units required for the project and provide program purpose. For each line item, note the number of units and the unit cost. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 100 laptops at \$500/laptop will have a total line item cost of \$50,000. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar. Clearly separate Applicant equipment and user equipment, as indicated in the detailed budget template. When providing the unit cost indicate whether the unit cost has been impacted by a discount and for software equipment list specific package names.

**Travel:** For each trip list the program purpose of the trip, destination city and the number of people traveling. For each line item (*e.g.*, trip), note the number of trips and the cost per trip. The multiple of these two factors will yield the total for that line item. For example, if the Applicant was accounting for 10 trips at \$25 per trip, the total cost would be \$250. The cost per trip should be justified on its own, *not* derived by dividing the line item total by the number of trips. Such a calculation will prompt further inquiry from the reviewers about justification for the trip cost. Rather, the *total* trip cost should be derived from the number of trips *times* the justifiable cost per trip.

**Supplies:** Separate supplies by item type, describing the program purpose or use. For each line item, note the number of units and the unit costs. The multiple of these two factors will yield the total for that line item. For example, an Applicant planning to buy 20 boxes of printer paper at \$30/box would have a total line item cost of \$600. Again, although unit costs may include cents, once multiplied by the number of units, the result must be rounded to the nearest whole dollar.

**Other:** Separate item types; for awareness program cost items, such as ads, separate ad types (radio, newspaper, etc) and include geography in which they will run.

**Contractual:** For each line item, identify the contractor and note the number of contracted hours of service.

and hourly rate, if applicable. For example, an Applicant planning to hire a technology consultant for 100 hours at a rate of \$40/hour would have a total line item cost of \$4,000.

Indirect: Provide the indirect rate and basis used. In the space provided at the bottom of the page, briefly explain the calculation used to derive the indirect costs (including the indirect rate and basis, if included in the basis). If a negotiated indirect cost rate agreement exists and is being used, please identify the cognizant agency.

The category subtotals for this Detailed Budget should correspond to the data provided in your SF-424A, and both the SF-424 budget and this Detailed Budget should match the Federal Grant Request and Total Match Amount provided on the Project Budget page of the application. Please review both budget attachments, the budget narrative in the application, and the Project Budget page for consistency before submitting the application. If you are submitting a PCC project via an SF-424C instead of an SF-424A, the sections of this Detailed Budget will not align directly with the categories of the SF-424C, but you should complete this Detailed Budget, allocating costs to the appropriate cost categories.

The data provided via this attachment will be subject to automated processing. Applicants are therefore required to provide this attachment as an Excel file, and not to convert it to a PDF prior to submitting a copy of their application on an appropriate electronic medium, such as a DVD, CD-ROM, or flash drive. Additionally, applicants should not modify the format of this file.

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**BTOP Public Computer Center and Sustainable Broadband Adoption  
Detailed Budget Template**

Easy Grants ID: **6092**  
 Applicant: Bob Cooper  
 Project Title: Enhancing Computing Centers at Montana Public Libraries

<b>SF-424A Object Class Category</b>	<b>General</b>	<b>Detail</b>							
<b>a. Personnel</b> - List position, number of staff, annual salaries, % time spent on project		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># of Positions</b>	<b>Salary</b>	<b>% Time Spent on Project</b>	<b>Quarters Employed</b>	
	<b>Position</b>								<b>Total</b>
Program Manager	Based in Helena, MT and responsible for program coordination, oversight and completion for 3 years	\$129,760.00	\$32,990.00	\$162,750.00	1	\$54,250.00	100%	12.00	\$162,750.00
Compliance Officer	Based in Helena, MT and responsible for compliance oversight and reporting during project execution for 3 years	\$120,492.00	\$30,633.00	\$151,125.00	1	\$50,375.00	100%	12.00	\$151,125.00
Library Technology Trainer	Based in Helena MT and will travel to train librarians on using new equipment in years 2 and 3 after installation of new PCs and	\$49,432.00	\$12,568.00	\$62,000.00	1	\$31,000.00	100%	8.00	\$62,000.00
E-Rate Specialist	Based in Helena MT and responsible for training librarians on applying to the E-Rate program to subsidize broadband subscription costs	\$0.00	\$116,250.00	\$116,250.00	1	\$58,125.00	100%	8.00	\$116,250.00
Mobile Computer Lab Driver	Based in Missoula, MT and responsible for driving the mobile computer lab in years 2 and 3 for 5 days a week	\$0.00	\$32,550.00	\$32,550.00	1	\$16,275.00	100%	8.00	\$32,550.00
Mobile Computer Lab Operator	Based in Missoula, MT and responsible for driving the mobile computer lab in years 2 and 3 for 5 days a week	\$0.00	\$49,600.00	\$49,600.00	1	\$24,800.00	100%	8.00	\$49,600.00
Application Preparation - MSL Director of Statewide Library	Based in Helena, MT - time value in preparation of the BTOP application	\$0.00	\$7,983.00	\$7,983.00	1	\$63,864.00	100%	0.50	\$7,983.00
Application Preparation - MSL Central Services Manager	Based in Helena, MT - time value in preparation of the BTOP application	\$0.00	\$2,155.00	\$2,155.00	1	\$68,960.00	25%	0.50	\$2,155.00
Program coordination - MSL Director of Statewide Library Resources	Based in Helena, MT - time value in executing the program in years 1,2,3 - future salary increase included	\$0.00	\$20,827.00	\$20,827.00	1	\$69,423.00	10%	12.00	\$20,827.00
Program coordination - MSL Central Services Manager	Based in Helena, MT - time value in executing the program in years 1,2,3 - future salary increase included	\$0.00	\$11,218.00	\$11,218.00	1	\$74,787.00	5%	12.00	\$11,218.00
<b>Subtotal</b>		<b>\$299,684.00</b>	<b>\$316,774.00</b>	<b>\$616,458.00</b>					

<b>b. Fringe Benefits</b> - Include salaries and fringe rate.		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># of Positions</b>	<b>Salary</b>	<b>% Time Spent on Project</b>	<b>Quarters Employed</b>	<b>Fringe Rate</b>	<b>Total</b>
	<b>Position</b>									
Program Manager	Based in Helena, MT and responsible for program coordination, oversight and completion for 3 years	\$37,672.00	\$9,578.00	\$47,250.00	1	\$54,250.00	100%	12.00	29.03%	\$47,250.00
Compliance Officer	Based in Helena, MT and responsible for compliance oversight and reporting during project execution for 3 years	\$34,982.00	\$8,893.00	\$43,875.00	1	\$50,375.00	100%	12.00	29.03%	\$43,875.00
Library Technology Trainer	Based in Helena MT and will travel to train librarians on using new equipment in years 2 and 3 after installation of new PCs and broadband	\$14,351.00	\$3,649.00	\$18,000.00	1	\$31,000.00	100%	8.00	29.03%	\$18,000.00
E-Rate Specialist	Based in Helena MT and responsible for training librarians on applying to the E-Rate program to subsidize broadband subscription costs	\$0.00	\$33,750.00	\$33,750.00	1	\$58,125.00	100%	8.00	29.03%	\$33,750.00
Mobile Computer Lab Driver	Based in Missoula, MT and responsible for driving the mobile computer lab in years 2 and 3 for 5 days a week	\$0.00	\$9,450.00	\$9,450.00	1	\$16,275.00	100%	8.00	29.03%	\$9,450.00
Mobile Computer Lab Operator	Based in Missoula, MT and responsible for driving the mobile computer lab in years 2 and 3 for 5 days a week	\$0.00	\$14,400.00	\$14,400.00	1	\$24,800.00	100%	8.00	29.03%	\$14,400.00
Application Preparation - MSL Director of Statewide Library Resources	Based in Helena, MT - time value in preparation of the BTOP application	\$0.00	\$2,318.00	\$2,318.00	1	\$63,864.00	100%	0.50	29.03%	\$2,318.00
Application Preparation - MSL Central Services Manager	Based in Helena, MT - time value in preparation of the BTOP application	\$0.00	\$626.00	\$626.00	1	\$68,960.00	25%	0.50	29.03%	\$626.00

Program coordination - MSL Director of Statewide Library Resources	Based in Helena, MT - time value in executing the program in years 1,2,3 - future salary increase included	\$0.00	\$6,047.00	\$6,047.00	1	\$69,423.00	10%	12.00	29.03%	\$6,047.00
Program coordination - MSL Central Services Manager	Based in Helena, MT - time value in executing the program in years 1,2,3 - future salary increase included	\$0.00	\$3,257.00	\$3,257.00	1	\$74,787.00	5%	12.00	29.03%	\$3,257.00
<b>Subtotal</b>		<b>\$87,005.00</b>	<b>\$91,968.00</b>	<b>\$178,973.00</b>						

<b>c. Travel</b> - For significant costs, include details such as number and purpose of trips, destinations.		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># of Trips</b>	<b>Cost per Trip</b>	<b>Total</b>
Travel costs for IT set up	Costs for IT technicians to set up equipment at each of the 42 participating libraries in from Q2 in year 1 to Q1 in year 2. Travel costs for a trip to set up IT equipment to each library estimated at \$200.	\$6,697.00	\$1,703.00	\$8,400.00	42	\$200.00	\$8,400.00
Fuel costs for the Mobile Computer Library	Gas mileage for operating the Mobile Computer Library in years 2 and 3 calculated as follows - 5 days a week for 80 miles a day = 400 miles per week. Mileage of 8 mpg and gas costs assumed at \$3 per gallon. Weekly costs = (400/8)*3=\$150 per week = \$600 per month = \$7,200 per year	\$0.00	\$14,400.00	\$14,400.00	600	24	\$14,400.00
<b>Subtotal</b>		<b>\$6,697.00</b>	<b>\$16,103.00</b>	<b>\$22,800.00</b>			

<b>d. Equipment Costs</b> - List equipment with # of units and unit costs. Distinguish between equipment intended for applicant use versus equipment for the end user.		<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units</b>	<b>Unit Cost</b>	<b>Total</b>
<b>Applicant Equipment</b>							
Projectors	A projector for two libraries that have specifically requested them for training classes	\$1,116.00	\$284.00	\$1,400.00	2	\$700.00	\$1,400.00
Router Equipment	One router package for each library consisting of modem, multi-port switch, router and firewall. Includes installation fees.	\$33,486.00	\$8,514.00	\$42,000.00	42	\$1,000.00	\$42,000.00
Broadband CPE Costs	Estimated CPE Costs for libraries changing broadband providers when they get a broadband upgrade in Q3 of the first year	\$31,892.00	\$8,108.00	\$40,000.00	4	\$10,000.00	\$40,000.00
<b>User Equipment</b>							
Desktops	190 desktops	\$159,365.00	\$40,515.00	\$199,880.00	190	\$1,052.00	\$199,880.00
Laptops	116 laptops	\$95,169.00	\$24,195.00	\$119,364.00	116	\$1,029.00	\$119,364.00
Children's PCs	30 Children's PCs	\$59,797.00	\$15,203.00	\$75,000.00	30	\$2,500.00	\$75,000.00
Touchscreens	8 Touch screen monitors	\$5,734.00	\$1,458.00	\$7,192.00	8	\$899.00	\$7,192.00
Monitor Upgrades	76 monitors to upgrade those on existing PCs	\$15,088.00	\$3,836.00	\$18,924.00	76	\$249.00	\$18,924.00
Low Dexterity Workstations	USB keyboard with large fonts, mouse with extra large track ball, screen magnification software, document magnification tool, and speech to text software	\$42,536.00	\$10,814.00	\$53,350.00	50	\$1,067.00	\$53,350.00

Adjustable Height Desk	ADA recommended adjustable height desk with heights ranging from 24" to 36"	\$21,049.00	\$5,351.00	\$26,400.00	22	\$1,200.00	\$26,400.00
Blind Patron Software	JAWZ screen reading software, MAGIC screen magnification software, training seminar registration fee, travel to seminar	\$12,956.00	\$3,294.00	\$16,250.00	5	\$3,250.00	\$16,250.00
Headphones	One set per new workstation	\$5,485.00	\$1,395.00	\$6,880.00	344	\$20.00	\$6,880.00
Microphones	One set per new workstation	\$5,485.00	\$1,395.00	\$6,880.00	344	\$20.00	\$6,880.00
Speakers	One set per new workstation	\$3,695.00	\$940.00	\$4,635.00	103	\$45.00	\$4,635.00
Printers	One printer per 6 new workstations	\$23,919.00	\$6,081.00	\$30,000.00	75	\$400.00	\$30,000.00
Privacy Screens	One per new workstation	\$27,427.00	\$6,973.00	\$34,400.00	344	\$100.00	\$34,400.00
Workstation Furniture		\$55,492.00	\$14,108.00	\$69,600.00	174	\$400.00	\$69,600.00
Media Software Package	Media Software Pack for 12 libraries, each consisting of Adobe Acrobat - \$299, Adobe Photoshop Light Room 2 - \$299 and Adobe Dreamweaver - \$399 - Total - \$997	\$9,539.00	\$2,425.00	\$11,964.00	12	\$997.00	\$11,964.00
<b>Subtotal</b>		<b>\$609,230.00</b>	<b>\$154,889.00</b>	<b>\$764,119.00</b>			

<b>e. Supplies</b> - List costs associated with materials/printing, curriculum, translations, and other supplies	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units (If Applicable)</b>	<b>Unit Cost (If Applicable)</b>	<b>Total</b>
Utility costs for the Mobile Computer Library	Electricity and utilities for operating the Mobile Computer Library in years 2 and 3 estimated at \$100 per month = 100*24 months = \$2,400	\$0.00	\$2,400.00	\$2,400.00	24	\$100.00	\$2,400.00
Print Materials for Outreach	Cost of printing materials for the Program Outreach Estimated as: Posters (500 each of 3 different versions) for \$750, Brochures 500 for \$1,700, Postcards 10,000 for \$850, Table Toppers 1,000 for \$400, Bookmarks 5,000 for \$500.	\$3,349.00	\$851.00	\$4,200.00			\$4,200.00
<b>Subtotal</b>		<b>\$3,349.00</b>	<b>\$3,251.00</b>	<b>\$6,600.00</b>			

<b>f. Contractual</b> - List contractors with purpose of contract, hourly rate or total fixed rate.	<b>Contractor</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b># Hours (If Applicable)</b>	<b>Hourly Rate (If Applicable)</b>	<b>Total Contract</b>
PC Disposal Costs	Costs to dispose 149 old PCs combined at participant libraries at an estimated disposal cost of \$200 per PC	\$23,759.00	\$6,041.00	\$29,800.00			\$29,800.00
Insurance and Maintenance costs for the Mobile Computer Library	Annual insurance and maintenance costs for operating the Mobile Computer Library estimated at \$10,000 per year	\$0.00	\$20,000.00	\$20,000.00			\$20,000.00
Outreach Expertise Services	Costs for hiring a consultant/expert at outreach programs from Q3 in year 1 to the end of year 2 - 18 months for an estimated 5.0 hours per week for \$100 per hour	\$28,703.00	\$7,297.00	\$36,000.00	360	\$100.00	\$36,000.00
Outreach Material Design	Costs for hiring a professional agency to design materials for program outreach from Q3 in year 1 to the end of year 2. Estimated costs of components - Campaign Development \$2,500, Posters \$1,500, Brochures- postcard mailer- table toppers \$1,000, Newspaper Ads \$1,000	\$4,784.00	\$1,216.00	\$6,000.00			\$6,000.00
Outreach Account Management	Costs for hiring a professional agency from Q3 in year 1 to the end of year 2. The account management services include media research, placement, buying, and billing. A final report of all of the media buys is also provided.	\$3,189.00	\$811.00	\$4,000.00			\$4,000.00
IT Set Up Costs	Costs for a professional services provider to set up equipment and broadband connections for 344 new workstations at 42 libraries estimated at \$120 per new workstation (2 hours per workstation and \$60 per hour). Incurred from Q2 in year 1 to Q1 in year 2	\$39,610.00	\$10,070.00	\$49,680.00			\$49,680.00
IT Maintenance Costs	Costs for a professional services provider to maintain new equipment and broadband connections at 42 libraries and 634 total workstations - estimated at 75% initial set up costs for each library (\$120 set up per PC plus \$200 travel costs)	\$101,034.00	\$25,686.00	\$126,720.00			\$126,720.00

<b>Subtotal</b>		<b>\$201,079.00</b>	<b>\$71,121.00</b>	<b>\$272,200.00</b>
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<b>g. Construction</b> - If applicable, list construction costs	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>
				\$0.00
				\$0.00
				\$0.00
				\$0.00
<b>Subtotal</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>h. Other</b> - List costs associated with grant subrecipients as well as other costs not listed above such as rent, technology (website hosting, internet connection), advertising (TV, radio, online), etc.	<b>Description</b>	<b>Federal Support</b>	<b>Matching Support</b>	<b>Total</b>	<b>#Units (If Applicable)</b>	<b>Unit Cost (If Applicable)</b>	<b>Total</b>
Ronan City Library	Sub-Recipient library to hire .75 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Salary	\$28,515.00	\$7,250.00	\$35,765.00	11	\$ 3,251.36	\$35,765.00
Ronan City Library	Sub-Recipient library to hire .75 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Benefits	\$8,276.00	\$2,106.00	\$10,382.00	11	\$ 943.82	\$10,382.00
Ronan City Library	Sub-Recipient Library for construction costs to install a handicap accessible push button door.	\$3,000.00	\$0.00	\$3,000.00	1	\$ 3,000.00	\$3,000.00
Parmly Billings Public Library	Sub-Recipient Library for construction costs for wiring, painting and carpet for new computing area.	\$10,500.00	\$0.00	\$10,500.00	1	\$ 10,500.00	\$10,500.00
Colstrip - Bicentennial Public Library	Sub-Recipient Library for construction costs for electrical wiring for a new computing area.	\$5,000.00	\$0.00	\$5,000.00	1	\$ 5,000.00	\$5,000.00
Lincoln County Public Library - Eureka	Sub-Recipient Library for construction costs to install a handicap accessible bathroom.	\$2,200.00	\$1,000.00	\$3,200.00	1	\$ 3,200.00	\$3,200.00
Glasgow City-County Library	Sub-Recipient Library for construction costs to install two handicap accessible push button doors and metal railings.	\$7,742.00	\$4,000.00	\$11,742.00	1	\$ 11,742.00	\$11,742.00
Laurel Public Library	Sub-recipient library to increase Library Clerks hours by .375 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Salary	\$11,045.00	\$2,808.00	\$13,853.00	11	\$ 1,259.36	\$13,853.00
Laurel Public Library	Sub-recipient library to increase Library Clerks hours by .375 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Benefits	\$3,207.00	\$815.00	\$4,022.00	11	\$ 365.64	\$4,022.00
North Valley Public Library	Sub-recipient library to hire 1.00 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Salary	\$46,407.00	\$11,798.00	\$58,205.00	11	\$ 5,291.36	\$58,205.00
North Valley Public Library	Sub-recipient library to hire 1.00 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Benefits	\$13,473.00	\$3,425.00	\$16,898.00	11	\$ 1,536.18	\$16,898.00
Rosebud County Library	Sub-recipient library to hire .50 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Salary	\$20,612.00	\$5,240.00	\$25,852.00	11	\$ 2,350.18	\$25,852.00
Rosebud County Library	Sub-recipient library to hire .50 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Benefits	\$5,985.00	\$1,521.00	\$7,506.00	11	\$ 682.36	\$7,506.00
Polson City Library	Sub-recipient library to hire 1.00 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Salary	\$43,263.00	\$10,999.00	\$54,262.00	11	\$ 4,932.91	\$54,262.00
Polson City Library	Sub-recipient library to hire 1.00 FTE personnel from Q2 in year 1 to end of year 3 (11 Quarters) for training, classes and extended library hours - Benefits	\$12,560.00	\$3,193.00	\$15,753.00	11	\$ 1,432.09	\$15,753.00

Broadband Upgrade Costs	Costs to upgrade broadband speeds at 29 libraries to achieve an actual speed of 300 kbps per broadband workstation for 2 years at an estimated \$89,175 per year	\$142,198.00	\$36,152.00	\$178,350.00	2	\$89,175.00	\$178,350.00
Mobile Computer Library Set Up Costs	Costs to set up the mobile computer library consisting of a bus (\$100,000), 11 notebooks (\$14,000), printer (\$500), server (\$2,000), TV (\$1200), projector (\$1,000), Router package (\$2,000), software packages (\$1,500), cabling (\$1,500), internet access for years 2 and 3 (\$4,800) and wireless equipment (\$2,000)	\$104,047.00	\$26,453.00	\$130,500.00	1	\$130,500.00	\$130,500.00
Media Ads for the Outreach Program	Costs for media ads for the outreach program from Q3 in year 1 to the end of year 2. Two radio and two television ads will run for the duration of the education campaign. \$7,200 will be spent on development, \$32,800 on media advertising purchases.	\$31,892.00	\$8,108.00	\$40,000.00			\$40,000.00
Mailing Costs for the Outreach Program	Mailing costs associated with the outreach program from Q3 in year 1 to the end of year 2. This will cover postage for the outreach program to get posters, brochures and bookmarks into the libraries.	\$1,116.00	\$284.00	\$1,400.00			\$1,400.00
WebJunction Subscription	Subscription costs for WebJunction in years 2 and 3 at \$32,000 per year	\$51,027.00	\$12,973.00	\$64,000.00	2	\$32,000.00	\$64,000.00
Grant Application Preparation	Consulting assistance for BTOP grant application preparation - Actual costs incurred were \$119,155 but these have been reduced while reporting to \$75,000 so that the application preparation expenses do not exceed 5% of the total BTOP ask	\$0.00	\$75,000.00	\$75,000.00			\$75,000.00
<b>Subtotal</b>		<b>\$552,065.00</b>	<b>\$213,125.00</b>	<b>\$765,190.00</b>			

<b>i. Total Direct Charges (sum of a-h)</b>	<b>\$1,759,109.00</b>	<b>\$867,231.00</b>	<b>\$2,626,340.00</b>
<b>j. Indirect Charges</b>	<b>\$70,364.00</b>	<b>\$0.00</b>	<b>\$70,364.00</b>
<b>Total Eligible Project Costs</b>	<b>\$1,829,473.00</b>	<b>\$867,231.00</b>	<b>\$2,696,704.00</b>
<b>Match Percentage</b>	<b>32.2%</b>		

**Explanation of Indirect Charges**

MSL's indirect charge of 4% of the federal portion of a grant (\$1,759,109) = \$70,364

**Additional Budget Notes**

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
		Central Services Manager	
APPLICANT ORGANIZATION		DATE SUBMITTED	
Montana State Library		March 12, 2010	



# BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)		
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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**SECTION C - NON-FEDERAL RESOURCES**

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	\$	\$	\$	\$
9.				
10.				
11.				
12. TOTAL <i>(sum of lines 8-11)</i>	\$	\$	\$	\$

**SECTION D - FORECASTED CASH NEEDS**

	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal					
15. TOTAL <i>(sum of lines 13 and 14)</i>	\$	\$	\$	\$	\$

**SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT**

(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL <i>(sum of lines 16-19)</i>	\$	\$	\$	\$

**SECTION F - OTHER BUDGET INFORMATION**

21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

## INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

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### General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

### Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

### Lines 1-4, Columns (c) through (g)

*For new applications*, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

*For continuing grant program applications*, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

*For supplemental grants and changes* to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

**Line 5** - Show the totals for all columns used.

### Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

**Line 6a-i** - Show the totals of Lines 6a to 6h in each column.

**Line 6j** - Show the amount of indirect cost.

**Line 6k** - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

**Line 7** - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

## INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

### Section C. Non-Federal Resources

**Lines 8-11** Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

**Column (a)** - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

**Column (b)** - Enter the contribution to be made by the applicant.

**Column (c)** - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

**Column (d)** - Enter the amount of cash and in-kind contributions to be made from all other sources.

**Column (e)** - Enter totals of Columns (b), (c), and (d).

**Line 12** - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

### Section D. Forecasted Cash Needs

**Line 13** - Enter the amount of cash needed by quarter from the grantor agency during the first year.

**Line 14** - Enter the amount of cash from all other sources needed by quarter during the first year.

**Line 15** - Enter the totals of amounts on Lines 13 and 14.

### Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

**Lines 16-19** - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

**Line 20** - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

### Section F. Other Budget Information

**Line 21** - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

**Line 22** - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

**Line 23** - Provide any other explanations or comments deemed necessary.

## **GOVERNMENT AND KEY PARTNERSHIPS - TABLE OF CONTENTS**

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- Letter of Commitment

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- Letter of Commitment

15. Polson City Library

- Letter of Commitment

16. Ronan City Library

- Letter of Commitment

17. Rosebud County Library

- Letter of Commitment

## **GOVERNMENT AND KEY PARTNERS**

**BILL & MELINDA**  
**GATES** *foundation*

V  
F  
www.gatesfoundation.org

March 10, 2010

Darlene Staffeldt  
State Librarian  
Montana State Library  
1515 East 6th Avenue  
Helena, MT 59620-1800

Dear Ms. Staffeldt,

The Bill & Melinda Gates Foundation is pleased to award the Montana State Library (MSL) a grant of \$590,000. As the lead applicant, MSL will be submitting a proposal on March 15, 2010 to the National Telecommunications and Information Administration (NTIA) under the Broadband Technologies Opportunity Program's (BTOP) Public Computer Centers funding category. The foundation's grant funds are to be used to help fulfill NTIA's matching requirements for this BTOP project, which is intended to provide additional public access computers and higher connectivity speeds at public libraries.

Of the \$590,000 grant award, \$150,000 must be spent on E-rate application support as a training cost associated with building the capacity of participating library systems to sustain their projects following the conclusion of the BTOP project period.

The foundation's grant is contingent on MSL receiving a BTOP award from NTIA and on the execution of a grant agreement between the MSL and the foundation. The grant will be paid in two equal installments. The first payment will be disbursed shortly after MSL'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.

We are pleased to support MSL in its application to NTIA and its efforts to meet community needs through high-quality technology and broadband Internet access in Montana.

Sincerely,



Allan C. Golston  
President  
U.S. Program

Cc: Jill Nishi, Deputy Director, U.S. Libraries Initiative



## **Partnership Description – February 26<sup>th</sup>, 2010**

### **Montana Digital Academy and Montana State Library**

#### **Program Description**

Montana Digital Academy (MTDA) and Montana State Library (MSL) are forming a partnership to expand online learning opportunities at Montana's public library computing centers. By investing in faster broadband and new computers, students who lack broadband access at home will be able to access online course materials through their local library. Libraries also tend to have hours of operation outside of school hours which makes them a complementary resource for students and adults who are interested in participating in online learning opportunities.

The two organizations have agreed to co-market each other's programs to raise awareness of the MTDA and to raise awareness of libraries as a place students can go to participate in online courses. This co-promotion will include placing MTDA collateral in libraries to inform patrons of online course availability, and placing links on the MTDA website to news on local libraries computing centers. MTDA will also help MSL by advising us on technology requirements for our BTOP project, and future investments in libraries.

MTDA plans to incorporate a section on how to make best use of library resources into its new teacher training materials. This section will be developed by MSL, and will explain, among other things, how students can access the Peterson Education and Reference Center which features various educational resources including ACT/SAT test prep course materials. Similarly, MTDA will provide overview materials for librarians to familiarize themselves with the MTDA website. Furthermore, when a new student enroll in MTDA and plans to use the library, email connections will be established between local librarians and student mentors to ensure when issues arise at the library they are sent through the appropriate channel. Through this connection, librarians can serve a complimentary role to student mentors and MTDA teachers.

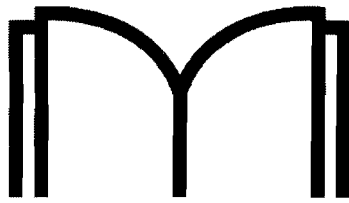
#### **Roles and Responsibilities**

##### *Montana State Library and Local Libraries*

- Promote awareness of MTDA by providing informational materials in libraries
- Develop section for teacher training materials explaining best use of library assets
- Establish connections between librarian and MTDA student mentor to channel questions as they arise

##### *Montana Digital Academy*

- Promote awareness of library computing centers by establishing links on website
- Advise MSL on technical requirements for computing centers investments
- Incorporate training section on library resources into new teacher training materials
- Establish email connections between student mentors and local librarians upon student enrollment



**MONTANA** DIGITAL ACADEMY

**Montana Digital Academy**

The University of Montana

32 Campus Drive

Missoula, MT 59812-6336

Phone: 406-243-4619

FAX: 406-243-5494

March 11, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

Dear Mr. Cooper,

Montana Digital Academy is pleased to be a supporter of the, Enhancing Computing Centers at Montana Public Libraries, grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at the local library computing centers will provide a crucial resource we can leverage to achieve our mission.

The Montana Digital Academy's mission to provide Montana school-aged children with equitable access to high-quality, innovative, online instruction. Licensed, state-endorsed, instructors will teach OPI standards-based curricula. The State of Montana, through a partnership of school districts and the Montana University System, will ensure Montana's children are prepared for a 21st century, globally competitive, environment.

Through this partnership we will have the potential to offer new opportunities to the students of Montana.

Sincerely,

Robert Currie  
Director, Montana Digital Academy

RC/rh

**Partnership Description – March 2nd, 2010**  
**The Supreme Court of Montana and Montana State Library**

**Program Description**

The Supreme Court of Montana and Montana State Library (MSL) have agreed to partner to bring increased legal information and self help services to self-represented litigants across Montana. MSL's planned investment in faster broadband speeds and expanded computer resources at rural library computing centers will help the Supreme Court of Montana extend its reach to patrons in the most remote areas of Montana. The need for this investment is supported by the fact that Montana has only one public law library in the state (compared to states like California, which have at least one law library in every county). Furthermore, Montana has a large number of people acting as self-represented litigants who need access to this information in order to appropriately navigate the legal system. According to a 2005 study by the Montana Bar Association, 84% of the legal issues of low and moderate income households were resolved without the assistance of a lawyer.

To increase awareness and use of self-litigation resources, we have designed a train-the-trainer approach to increase librarian knowledge of available legal resources. The Supreme Court of Montana will be able to hold face-to-face training seminars with staff at the 42 participating libraries over an 18 month period with the funding the grant will provide. These seminars will serve to familiarize library staff with legal resources, and also explain the difference between providing access to legal information and providing legal advice (clearing confusion that has prevented librarians from assisting patrons with legal information in the past). The Supreme Court of Montana has committed to providing materials for these seminars by tailoring existing materials to make them more relevant for librarians. The Supreme Court of Montana also plans to use email follow-ups on a bi-monthly basis to reinforce the message of the seminars and to ensure librarians are aware of new legal materials as they are developed. Lastly, the Supreme Court of Montana has agreed to provide backup phone support to librarians when specific question arises that they cannot address.

The training seminars will initially focus on three principle websites, the State Law Library website, the Montana Law Help website, and the Court's website. To date, these websites are very good at providing information on how to file certain applications and making the necessary forms available for download online. Where these sites fall short, are on areas like providing guidance through the hearing and trial stage, the judgment stage, and the post-judgment/collection stage. These are areas that the Supreme Court of Montana is planning to improve over time. This highlights the longer term importance of our partnership as the Supreme Court of Montana would like to build a proven delivery partner with the MSL and Montana libraries.

The Supreme Court of Montana and MSL have also designed an outreach program to reach the patron and increase their awareness of legal resources. The Supreme Court of Montana has experience reaching out to areas without services through its involvement with AmeriCorp Direct, and we will leverage this proven model as it is a simple and cost effective way to raise awareness. The outreach campaign will consist of press releases and laminated posters that can

be easily customized and displayed at the 42 participating libraries. MSL's responsibility will involve making these materials visible in libraries and tailoring press releases for local community news outlets as necessary. From our experience, even when information is available, it does not sink in with patrons until they need it most. Our approach is best suited for this need as it provides continued awareness and outreach through displays in library locations.

## **Roles and Responsibilities**

### *Montana State Library and Local Libraries*

- Make substantial investments to create public library computing centers capable of being long term delivery partners for the Supreme Court of Montana
- Participate in face-to-face training seminars to make librarians knowledgeable of available legal resources
- Create awareness of legal resources by providing outreach materials in participating libraries

### *The Supreme Court of Montana*

- Schedule and deliver face-to-face training seminars to staff at 42 participating libraries
- Develop training materials for seminars that are tailored for libraries
- Follow up with librarians through bi-monthly emails and provide hotline support librarians when patrons have questions they cannot answer
- Design and deliver marketing materials to participating libraries for outreach program

**The Supreme Court of Montana**  
**Office of Court Administrator**

Lois Menzies  
Court Administrator  
e-mail: lmenzies@mt.gov



301 South Park Avenue, Room 328  
PO Box 203005  
Helena, Montana 59620-3005  
Phone: (406) 841-2957  
Fax: (406) 841-2955

March 5, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

Dear Mr. Cooper:

The Montana Supreme Court fully supports the Montana State Library's efforts to expand computing centers at Montana's public libraries.

There has been a dramatic increase in the number of people who cannot afford, or who choose not to hire, attorneys. Because legal terminology and court procedures can be difficult for lay people to understand, *pro se* litigants (people who represent themselves in court) risk losing important rights if they are not provided with the information and resources they need to navigate our justice system on their own. Unprepared *pro se* litigants also impose a significant burden on our already overburdened courts.

Public libraries, especially in rural and remote parts of Montana, are often a principal source of information for people who are grappling with legal problems. Public libraries may also be one of the only places where people of limited means can access the Internet. As the economic crisis deepens and people struggle to keep their jobs, pay their bills and take care of their families, people are turning to their public libraries in increasingly greater numbers for help in finding answers to questions that already are, or that may become, legal problems.

The Montana Supreme Court Self-Help Law Program and the Montana Law Library have been working closely with the Montana State Library to provide public libraries with the information, tools and training they need to assist library users who are experiencing legal problems. This important partnership would be greatly enhanced by funding that would allow the State Library to provide more computers and faster broadband speeds at local library computing centers.

The importance of public libraries in ensuring equal access to justice cannot be underestimated. We urge you to fund this invaluable and innovative effort to provide greatly needed assistance to Montana's public libraries and the people they serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Lois Menzies".

Lois Menzies  
Court Administrator

## **Partnership Description – February 26<sup>th</sup>, 2010**

### **AARP Montana and Montana State Library**

#### **Program Description**

AARP Montana and Montana State Library are forming a partnership to ensure that potential investments to enhance computing centers in Montana's public libraries will benefit the 156,000 AARP members living within the state of Montana. Investments in faster broadband and new and expanded computing centers will ensure AARP members can communicate effectively with distant family members, access vital online resources (like those associated with Medicare), and access numerous AARP resources made available primarily online.

The two organizations have agreed to participate in awareness efforts to promote improved computing center resources to AARP members, and to promote AARP resources to library patrons. These awareness efforts will include e-newsletters, The Bulletin (which is a periodical distributed to members), attaching updates to emails sent to local members, and through direct mail campaigns to members in communities with participating libraries. MSL has also agreed to promote AARP initiatives by providing informational materials such as brochures and post cards at local libraries. MSL also plans to set up a webinar where an AARP representative will inform librarians on resources available on the AARP website, and how patrons can make the best use of these resources, so librarians are prepared to answer questions from AARP patrons.

AARP and MSL will also encourage librarians to post computing center volunteer opportunities on the AARP's volunteer website titled, "Create the Good". Posting volunteer opportunities on Create the Good website will allow senior members of the community who have basic computer literacy help their local library monitor computer labs and answer questions from peers who use the computing center. This will help ease the demand on librarians' time, while also providing a knowledgeable senior who can provide some basic training support to AARP members patronizing the computing center.

#### **Roles and Responsibilities**

##### *Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers
- Create awareness of AARP resources by providing informational materials in libraries
- Arrange and participate in webinar to make librarians aware of online AARP resources
- Post computing center volunteer opportunities on AARP Create the Good web portal

##### *AARP Montana*

- Promote awareness of enhancements to public library computing centers to AARP members
- Provide MSL with AARP informational content and materials to place in libraries
- Create and lead webinar to increase librarian awareness of AARP resources
- Encourage librarians to post volunteer opportunities to Create the Good



**AARP Montana**  
30 W. 14th Street  
Suite 301  
Helena, MT 59601

T 1-866-295-7278  
F 406-441-2230  
TTY 1-877-434-7598  
[www.aarp.org/mt](http://www.aarp.org/mt)

March 1, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

Dear Mr. Cooper:

AARP Montana is pleased to be a supporter of the Enhancing Computing Centers at Montana Public Libraries grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at local library computing centers will be a valuable resource we can leverage to achieve our goal to enhance access to our members for information on health and financial security, as well as to improve communication for our members with their friends and family.

AARP Montana is a non-profit, non-partisan membership organization of people 50 and older with over 156,000 members in Montana. Our membership also includes many retired educators and volunteers who are active in promoting important public education and services, such as Driver Safety classes and the AARP Tax Aide program, that utilize Montana's local community libraries on a regular basis.

This project is consistent with our vision of expanding life long learning opportunities for our members across the state, as well as address the difficulty of our members being able to afford and have access to internet in rural Montana.

In recent years, there have been many changes in health care and public assistance programs, such as Medicare and energy assistance programs, that require access to high speed internet to submit an application or to do comparative shopping for the right health care plan. Without access to high speed internet in the community, low income seniors and their family members are without access to important information on health care, prescription drugs and heating assistance.

AARP Montana can contribute to the overall success of this initiative by continuing our partnership of sharing important information with our community libraries of interest to our members and their family members. Through this partnership we will have the potential to offer new opportunities to engage our members by offering jointly sponsored training sessions on the use of internet at community libraries across Montana.

We look forward to hearing from you about your successful application and feel free to email [bbartholomew@aarp.org](mailto:bbartholomew@aarp.org) or call (406-457-4701) if you have any questions.

Thank you for this opportunity to expand our reach to our members and their families.

A handwritten signature in black ink, reading "Bob Bartholomew". The signature is written in a cursive, flowing style.

Bob Bartholomew  
State Director  
AARP Montana



## **Partnership Description – March 2<sup>th</sup>, 2010**

### **Montana Department of Labor and Industry (DLI) Workforce Services Division and Montana State Library (MSL)**

#### **Program Description**

The Montana Department of Labor and Industry (DLI) Workforce Services Division and the Montana State Library are forming a partnership to increase use of DLI's online web resources. Montana is facing record high unemployment and this translates into a high number of customers seeking services via Workforce Service Division's Local Job Service Workforce Centers. Through the MSL's investment in public library computing centers and through the intended outcomes of our partnership, we can increase the use of public library computing centers to better serve DLI customers. Creating additional and improved technological conduits for DLI customers via the MSL system will provide additional capacity for meeting our mutual customers' needs during times of high volume demand across the state.

To increase awareness and use of online service portals, the DLI has committed to creating training resources to familiarize librarians on available online resources. The DLI Workforce Service Division has committed to meet with library staff at a local level to assist in familiarizing them with online resources. Part of this training will inform librarians on how to direct patrons to knowledgeable staff from the DLI via phone or other developing technologies. This will allow patrons to get the assistance they need without overburdening librarians.

The DLI has also committed to leverage its existing marketing opportunities to promote improvements in public library computing centers and suggest them as additional locations to apply for jobless benefits. Furthermore, the DLI plans to use event based marketing to promote public library computing centers by incorporating librarians on Job Service Employee Committees and Community Management Teams. These groups typically meet about once a month and represent a continued relationship between librarians, business leaders, and government.

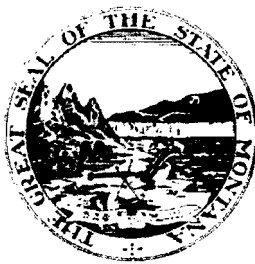
#### **Roles and Responsibilities**

##### *Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers
- Participate in trainings provide by DLI Workforce Service representatives
- Refer patrons to Job Service Workforce Center representatives for specific questions on DLI services

##### *Department of Labor and Industry Workforce Services Division*

- Create training resources to familiarize MSL and library staff with DLI online resources
- Conduct local level training for library staff to assist in familiarizing them with online resources
- Maintain effective avenues to communicate questions on DLI services
- Increase awareness by leveraging existing outreach channels and events



Governor Brian Schweitzer

# Montana

## Department of Labor and Industry

### Workforce Services Division

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

March 4, 2010

Dear Mr. Cooper:

The Montana Department of Labor & Industry, Workforce Services Division is pleased to partner in the "Enhancing Computing Centers at Montana Public Libraries" grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at local library computing centers will provide increased accessibility to internet based resources we can leverage to achieve our operational mission. The Workforce Services Division vision is "Superior Service for a Working Montana." This partnership in investment of improved resources fully aligns with this vision and supports our core values of customer focus and continuous improvement.

Many of the communities we serve in western Montana and elsewhere have seen historically significant growth in demand of our services and resources. Increasing the number of access points in these communities will offer additional self service locations for our customers. Because any of our services ( registration, job search, career exploration, assessments, and others) are currently available through local Job Service One Stop Workforce Center websites, it is foreseeable that the proposed MSL expansion will have a direct, positive impact on the ability of self service customers to more readily achieve their employment goals.

As we continue to lead in the expansion of online services which provide more education and resources via the internet, the proposed plan will help our organization to meet the exponential growth that is forecast in the area of internet based service and resource delivery. If I may provide more information or clarification regarding our support of this effort, please feel free to contact me.

A handwritten signature in black ink, appearing to read "Steve Olson".

Steve Olson  
Regional Director, Region 5  
Workforce Services Division  
MT Dept. of Labor & Industry

P.O. BOX 1728 HELENA MT 59624-1728 • PHONE (406) 444-4100

FAX (406) 444-3037 • TTD (406) 444-0532

"AN EQUAL OPPORTUNITY EMPLOYER"



**Partnership Description – March 1, 2010**  
**Montana Department of Public Health and Human Services**  
**and Montana State Library**

**Program Description**

The Montana Department of Public Health and Human Services (DPHHS) and Montana State Library (MSL) are forming a partnership to boost awareness and participation in a new online, web-based application submission tool that is scheduled to roll out the last quarter of 2010. This online submission tool will allow patrons to complete and submit a single online application that will be used to determine their eligibility for a number of public assistance programs including Medicaid, Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), and Healthy Montana Kids (health insurance for Montana children).

To boost awareness and participation in these programs, DPHHS has committed to provide training documentation for librarians so they are aware of this resource and can point patrons to the appropriate site when questions arise at the library. Furthermore, DPHHS plans to make training documentation available to the general public through its web site. This is important as it will help moderate the burden placed on local librarians. MSL will make materials provided by the DPHHS available in the library on the new online way to apply for these assistance programs, helping to create awareness and participation in the programs. MSL's potential investment in public computing centers is critical for this new tool to have its intended impact as libraries may be the only place where some of Montana's citizens in need can access computing and Internet resources.

**Roles and Responsibilities**

*Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers
- Distribute training materials to librarians to make them aware of new online resources
- Create awareness of new application submission tool by providing marketing materials in libraries

*Montana Department of Public Health and Human Services*

- Provide MSL with training information to distribute to librarians
- Make training materials available to the public on DPHHS website
- Provide MSL with submission tool marketing materials to place in libraries

**DEPARTMENT OF  
PUBLIC HEALTH AND HUMAN SERVICES**



**Brian Schweitzer**  
GOVERNOR

**Anna Whiting Sorrell**  
DIRECTOR

**STATE OF MONTANA**

[www.dphhs.mt.gov](http://www.dphhs.mt.gov)

PO BOX 4210  
HELENA, MT 59604-4210  
(406) 444-5622  
FAX (406) 444-1970

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
P.O. Box 201800  
Helena MT 59620-1800

Dear Mr. Cooper:

The Department of Public Health & Human Services (DPHHS) is pleased to be a supporter of the Enhancing Computing Centers at Montana Public Libraries grant proposal of the Montana State Library.

The proposal's goal of providing more computers and faster broadband speeds at local library computing centers will provide an important resource we can leverage to achieve our mission. The Department's mission is to improve and protect the health, well-being, and self-reliance of all Montanans.

This project is consistent with our vision of making our services known and accessible to the greatest number of citizens across our state. Through this partnership we will have the potential to expand our net of economic security and health coverage to Montanans in need.

In summary, we appreciate the opportunity to collaborate with the Montana State Library in this important project to enhance Montana's public libraries as computing centers that will be used by our citizens to access the information and services that support our mission.

Sincerely,

A handwritten signature in cursive script, appearing to read "A. Sorrell".

Anna Whiting Sorrell, Director

*An Equal Opportunity Employer*



**Partnership Description – March 1<sup>st</sup>, 2010**  
**Census and Economic Information Center (CEIC) and Montana State Library (MSL)**

**Program Description**

The CEIC has a history of collaboration with MSL and Montana libraries. In 2000, the CEIC designated 18 of Montana's libraries as affiliates and made Census and economic data available to them by CD-ROM. The CEIC held training seminars to teach librarians, grant writers, government officials and employees, non-profits, small business owners and even the general public and how to leverage the Census data for research and marketing needs.

The CEIC is planning a similar series of 6 different training courses based on the 2010 Census, to be held as the data is made available over the next 3-4 years. These trainings include Census 2010, Community/Neighborhood Assessments, Business Research Using American Fact Finder, American Community Survey, Accessing Montana Demographic, and Economic Data Using Economic Statistics. A major change with the 2010 Census is that the data will only be available online. The CEIC can no longer order CDs of data from the Census for affiliate libraries. This evolution in how the federal government disseminates information highlights the challenges and opportunities for the CEIC and MSL, and underlines the importance of our partnership as we aim to expand CEIC training services to all 42 participating libraries.

As part of our partnership, the CEIC has agreed to develop a training webinar they will offer to all librarians. This will create a "train the trainer" model allowing the librarians to help educate patrons on how to access Census data when questions arise at libraries. Furthermore, these training materials will be made available on MSL and local library web pages so patrons across Montana can access the webinars on their own time. This will make the benefits of training materials available to all Montanans, extending the reach of the CEIC's service. The CEIC will not forgo face-to-face training, and instead, intends to leverage public library computing centers to train small business, grant writers, and others on how to leverage Census data to address their needs.

**Roles and Responsibilities**

*Montana State Library and Local Libraries*

- Make substantial investments to enhance public library computing centers to enable 2010 Census data training
- Create awareness of CEIC Census resources by providing informational materials in libraries
- Participate in webinar to make librarians aware of CEIC resources
- Hold face-to-face training of library patrons by CEIC

*Census and Economic Information Center*

- Develop training webinar to be offered to librarians at all Montana libraries
- Post training materials on MSL and local library web pages
- Hold face-to-face trainings in public library computing center facilities

**MONTANA**  
**Department of Commerce**  
***Census and Economic Information Center***

March 2, 2010

Bob Cooper  
Director of Statewide Library Resources  
Montana State Library  
PO Box 201800  
Helena, MT 59620-1800

Dear Mr. Cooper:

The Census and Economic Information Center (CEIC) of the Montana Department of Commerce is pleased to be a supporter of the Enhancing Computing Centers at Montana Public Libraries grant proposal of the Montana State Library. The proposal's goal of providing more computers and faster broadband speeds at the local library computing centers will provide an essential resource we can leverage to achieve our mandate to provide census and economic data to the public.

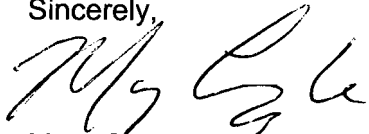
CEIC is Montana's lead agency in the U.S. Census Bureau's State Data Center (SDC) Program which began in 1978. Its mission is to provide easy and efficient access to U.S. Census Bureau data and information through a wide network of lead, coordinating and affiliate agencies in each state. The Montana State Library is a coordinating agency and has assisted CEIC in its mission of providing training and technical assistance in accessing and using Census data for research, administration, planning and decision making by the government, the business community, university researchers, and other interested data users.

Beginning with Census 2010, all U.S. Census Bureau data will only be accessible via the Internet. With this change, additional training will be needed to help librarians understand how to locate and download the data. In addition, the libraries will need multiple computers with high speed access.

CEIC also conducts many workshops for small business owners, government employees and officials, and communities. These workshops, such as Market Research for businesses, assist in locating the appropriate data needed to help owners determine whether there is enough of a customer base to expand. In addition, another workshop provides instructions on how to access the appropriate data to complete grant applications to meet community needs such as funding for improving their water and sewer systems.

CEIC looks forward to continuing and expanding our partnership with the Montana State Library and all the libraries in the state. Please contact me if you have any questions at (406) 841-2739 or [mcraigle@mt.gov](mailto:mcraigle@mt.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Craigle', written in a cursive style.

Mary Craigle, Bureau Chief  
CEIC

## **SUB-RECIPIENT PARTNERS**



**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Bicentennial Library of Colstrip*Construction and/or FTE proposal:

- Total Construction Project Cost: \$5,000
  - Matching Funds: \$0
  - BTOP Funding Request: \$5,000

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

Mary Kathryn Bullard  
Signee Name

Branch Director  
Title

MKBullard  
Signee Signature

3-8-2010  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT****Prepared for:**

*Lincoln County Public Libraries – Eureka*

**Construction and/or FTE proposal:**

- Total Construction Project Cost: \$4,200
  - Matching Funds: \$1,000
  - BTOP Funding Request: \$3,200

**Letter of Commitment:**

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

\_\_\_\_\_  
Signee Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signee Signature

\_\_\_\_\_  
Date

*Samantha Kleison* Samantha Kleison  
*Director*  
*Samantha Kleison*  
*3/5/10*

## **SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*Glasgow City-County Library*

Construction and/or FTE proposal:

- Total Construction Project Cost: \$15,742
  - Matching Funds: \$4,000
  - BTOP Funding Request: \$11,742

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

*Carolyn L. Wells*

\_\_\_\_\_  
Signee Name

*Director*

\_\_\_\_\_  
Title

*Carolyn L. Wells*

\_\_\_\_\_  
Signee Signature

*March 6, 2010*

\_\_\_\_\_  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Laurel Public Library*Construction and/or FTE proposal:

- Hours Per Week of FTE: 15
- Estimated Annual FTE Salary: \$6,500
- Total Three Year FTE Cost: \$19,500
- Position Term: Permanent

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

Nancy L Schmidt  
Signee Name

Director  
Title

Nancy L Schmidt  
Signee Signature

8 March 2010  
Date

## SUB-RECIPIENT LETTER OF COMMITMENT

Prepared for:

*Missoula Public Library*

Mobile Computer Lab Project Proposal:

- Total Mobile Computer Lab Project Cost : \$275,700
  - CapEx: \$132,900
  - OpEx: \$142,800
- Missoula Public Library Match: \$142,800
- BTOP Funding Request: \$132,900

Letter of Commitment:

I have reviewed and commit to executing the Mobile Computer Lab Project Proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

*Honore D Bray* *Honore D Bray*  
\_\_\_\_\_  
Signee Name

*Director Missoula Public Library*  
\_\_\_\_\_  
Title

*Honore D Bray*  
\_\_\_\_\_  
Signee Signature

*3-5-10*  
\_\_\_\_\_  
Date

## **SUB-RECIPIENT LETTER OF COMMITMENT**

Prepared for:

*North Valley Public Library*

Construction and/or FTE proposal:

- Hours Per Week of FTE: 40
- Estimated Annual FTE Salary: \$27,310
- Total Three Year FTE Cost: \$81,930
- Position Term: Permanent

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

*RENÉE McGLATH*

\_\_\_\_\_  
Signee Name

*LIBRARY DIRECTOR*

\_\_\_\_\_  
Title

*Renée McGlath*

\_\_\_\_\_  
Signee Signature

*3/9/10*

\_\_\_\_\_  
Date

## SUB-RECIPIENT LETTER OF COMMITMENT

### Prepared for:

*Parmly Billings Library / MSU-B College of Technology*

### Construction and/or FTE proposal:

- Total Construction Project Cost: \$10,500
  - Matching Funds: \$0
  - BTOP Funding Request: \$10,500

### Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

Bruce Mc Candless

Signee Name

Asst City Administrator

Title

Bruce Mc Candless

Signee Signature

3/10/10

Date


**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Polson City Library*Construction and/or FTE proposal:

- Hours Per Week of FTE: 40
- Estimated Annual FTE Salary: \$25,460
- Total Three Year FTE Cost: \$76,380
- Position Term: 3 Years

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library.  
fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

**Marilyn Trospen**\_\_\_\_\_  
Signee Name**Library Director**\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signee Signature**March 5, 2010**\_\_\_\_\_  
Date



**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Ronan City Library*Construction and/or FTE proposal:

- Construction – Total Project Cost: \$3,000
  - Matching Funds: \$0
  - BTOP Funding Request: \$3,000
- FTE – Hours Per Week: 30
- Estimated Three Year FTE Cost: \$50,343
- Position Term: Permanent
- Total Requested Funding: \$53,343

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

Michelle Fenger  
Signee Name

Library Director  
Title

Michelle Fenger  
Signee Signature

3-6-2010  
Date

**SUB-RECIPIENT LETTER OF COMMITMENT**Prepared for:*Rosebud County Library*Construction and/or FTE proposal:

Hours Per Week of FTE: 20

Estimated Annual FTE Salary: \$12,130

Total Three Year FTE Cost: \$36,390

Position Term: Permanent

Letter of Commitment:

I have reviewed and commit to executing the construction and/or FTE stimulus proposal for our library to the best of my ability. As a Broadband Technology Opportunities Program (BTOP) grant sub-recipient, I commit to comply with all laws, regulations, BTOP policies, Department of Commerce Standard Terms and Conditions, and Recovery Act Award Terms and any Special Award Conditions of the BTOP grant as instructed by Montana State Library's BTOP grant Compliance Coordinator. I recognize that all figures stated in this letter of commitment are best estimates and subject to change.

Please fax or email as PDF your completed form to Bob Cooper at the Montana State Library, fax: 406-444-0266, email: [bocooper@mt.gov](mailto:bocooper@mt.gov)

*Cheryl J. Heiser*

Signee Name

*Library Director*

Title

*Cheryl J. Heiser*

Signee Signature

*03/09/2010*

Date