
Distance Learning & Telemedicine Program

*Loan & Combination Loan/Grant Application Guide
Fiscal Year 2008*



Rural Development
United States Department of Agriculture

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Distance Learning and Telemedicine Program

Administered under Rural Development's Telecommunications Program

Advanced telecommunications services play a vital role in the economic development, education and health care of rural Americans. The Distance Learning and Telemedicine (DLT) Program is specifically designed to meet the educational and health care needs of rural America through the use of advanced telecommunications technologies. With DLT grants, loans, and loan-grant combinations, we help rural communities enjoy enhanced educational opportunities, improved health care services and greater economic development.

Our partnership with rural America is long-standing. For nearly 60 years, the Telecommunications Program has been at the forefront of providing the infrastructure financing that brought advanced telecommunications services to the most rural areas of our country. Today, Rural Development's Telecommunications Program continues as an essential source of financing and technical assistance for rural telecommunication systems. The DLT Loan and Combination Loan/Grant Program strengthens that partnership and commitment by continuing to improve the quality of life for rural citizens.

Through its telecommunications infrastructure loan programs and DLT Programs, we have helped build community partnerships that provide both the infrastructure needed to reach the schoolhouse or clinic door and the equipment required inside that door.

Your organization is to be commended for its interest in providing rural residents - students, teachers, parents, patients and physicians - with innovative and affordable educational and health care opportunities which were once available only in Urban Areas. By submitting an application for financing under the DLT Program, you take a significant step toward improving the quality of life in rural America.

In this guide, you will find information on eligibility requirements; funding purposes and types of financial assistance; the how, when, and where to submit an application.

Section I - General Information

This *Application Guide* will help you apply for a 100% Loan (Loan) or a Combination Loan/Grant (Combo) under the DLT Program. This *Guide* is substantially revised from prior issues. For example, because the Combo and 100% Loan Programs have a large common structure with regard to purposes and process, rather than repeat large sections of text, this *Guide* provides a single narrative for the common elements with specific identification of the elements that apply only to one or the other program.

In addition, significant applicant guidance has been added. Where appropriate, the *Guide* includes suggestions. Please note that the suggestions are not a formula for a successful application. We urge you to use your unique understanding of your community and your project to prepare a complete case for Combo or 100% Loan financing.

We endeavor to make this *Application Guide* a useful source of information on how to prepare a successful application and have designed it for the first-time applicant with no previous experience applying for Federal financing. We hope that you will find it helpful.

A. Types of Financial Assistance

The DLT Program provides three kinds of financial assistance.

1. 100% Grant
2. Combination Loan/Grant (Combo)
3. 100% Loan

The eligible purposes for 100% grants are the most restrictive and are described more thoroughly in the *FY 2008 DLT Grant Application Guide*. More purposes are eligible under the combination loan-grant and even more are eligible for a 100% loan. This guide covers the application requirements for a Combo or a 100% Loan.

B. Fiscal Year 2008 Funding

Combination Loan/Grant and 100% Loan applications can be submitted at any time and are processed as received based on availability of funds, which are appropriated and allocated on a fiscal year basis. Although there is no application deadline, to allow time for processing within FY 2008, which ends September 30, 2008, an application should be submitted well in advance of that date. In particular, bear in mind that beginning on September 1, the Administrator can reallocate uncommitted grant funds from the Combo Program to the 100% Grant Program. **To make consideration possible within the fiscal year we recommend that an application be submitted no later than:**

July 16, 2008

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The Administrator has determined that there is a total of \$28,265,371 available for 100% loans and combination loan-grants in FY 2008. He anticipates that this will be divided among 100% loans and combination loan-grants based on applications already received and on those that will be submitted during the fiscal year. The administrator anticipates that 100% loan and combination loan-grant applications already received will require \$4,649,000 in loan dollars and \$526,185 in grant dollars, for a total of \$5,175,185.

Regular Combination Loan/Grants – Combos will generally consist of \$9 of loan for every \$1 of grant. Except for the special Combo Program described in the next paragraph, the maximum amount of a Regular Combo application is \$10 million (\$9million in loan, \$1 million in grant) and the minimum is \$50 thousand. For this program, it is anticipated that \$13,500,000 in loans will be paired with \$1,500,000 in grants, for a total available of \$15 million.

Special EMR Combo Initiative – We have a special initiative for Electronic Medical Records (EMR) systems this year. Under this initiative, Combos will consist of \$4 of loan for every \$1 of grant. Special EMR Combos must be exclusively for EMR systems and related equipment. If the applicant also wishes to obtain funding for other eligible purposes under the Combo Program, it will file a separate application for a Regular Combo. The maximum amount of an EMR Combo application is \$1 million (\$800 thousand in loan and \$200 thousand in grant and the minimum is \$50,000. It is anticipated that \$10 million in loans will be paired with \$2,500,000 in grants, for a total available of \$12,500,000. There will be \$20 million in loans paired with \$5 million in grants available under the Special EMR Combo.

100% Loans – The maximum amount of a 100% loan is \$10 million and the minimum is \$50 thousand. The balance of funds not used for Regular Combos or Special EMR Combos will be available for 100% loans.

C. Who's Eligible?

To be eligible for DLT Combo or 100% Loan Funding, your organization must:

1. Currently deliver or propose to deliver distance learning or telemedicine services for the term of the loan. To receive a Combo or 100% Loan, the purposes must meet the definition of distance learning and/or telemedicine specific to the Combo or 100% Loan program. The DLT program is focused on sustainability. Planning studies, research projects, and short-term demonstration projects, anything that will not last at least the length of the Loan period, will not be considered.
2. Be legally organized as an incorporated organization or partnership; an Indian tribe or tribal organization; a state or local unit of government; a consortium; or other legal entity, including a private corporation organized on a for profit or not-for profit basis with the legal capacity to contract with the United States Government. Please see 7 CFR 1703.103(a)(1) & 1703.125(k) for specific legal definitions and citations.
3. Operate a rural community facility or deliver distance learning or telemedicine services to entities that operate a rural community facility or to residents of rural areas at rates calculated to ensure that the benefit of the financial assistance passes through to such entities or to residents of rural areas.

Note: Electric or telecommunications borrowers financed through the Utilities Programs of Rural Development are eligible for 100% Loans as described in this *Guide*, but are not eligible for Combos.

D. *Rurality* Criterion

The DLT Combo and 100% Loan Programs are not competitive. However, to be eligible for funding, applicants must demonstrate that their project serves a rural area or population. For this purpose, the application is scored in *Rurality* in the same manner as applicants in the 100% Grant Program. Applications must score a minimum of 20 points in this category to be eligible. See Section III, part E, of this guide for detail about the *Rurality* calculation.

E. Contacts & the Web

RUS staffers are available to answer questions about the application process and program requirements. We also post the latest DLT developments including the *FY 2008 Loan and Combination Loan Grant Application Guide* (includes: Narrative, Toolkit, Regulation) and *Notice of Funds Availability* on the DLT Web page.

www.usda.gov/rus/telecom/dlt/dlt.htm

Contact us at:

Phone: 202-720-0413

Fax: 202-720-1051

Email: dltinfo@wdc.usda.gov

F. Freedom of Information Act

Should your organization win an award, your application must be made available to others if requested under the provisions of the Freedom of Information Act (FOIA). Under FOIA, some sensitive information is protected from release, but the balance is not. Costs to assemble and duplicate the material are charged to the entity that requests the information. If you provide any information in your application that you feel should be protected, please identify it, and provide justification for why it should be withheld. For more information about FOIA see:

www.usda.gov/news/foia/main.htm

Section II - Application Submission

A. DLT Program Regulation and FY 2008 Application Guide

The implementing regulation for the DLT Program is 7 CFR 1703, Subparts D through G (Part 1703) as supplemented by the FY 2008 Notice of Funds Availability (NOFA) and as elaborated upon in this *Application Guide*. The *FY 2008 Loan and Combination Loan/Grant Application Guide* is designed to be an easy-to-use version of Part 1703 and the NOFA. This *Guide* describes how to prepare an application. Details of post-application Combo and 100% Loan processing can be found in the regulation.

Review of Recent Application Review Process Changes

Third-Party Procurement

All items to be funded with 100% Loan or Loan/Grant Combo must be obtained from an organization other than the applicant or other entities participating in the applicant's DLT project as hubs, hub/end-users, or end-users, *i.e.*, items must be procured from a third party. This has always been required under USDA regulation, but has not been previously highlighted in the *Application Guide*.

Refinement of the Tool for Evaluating *Rurality*

We adopted a new tool for use in calculating the *Rurality* score of a project in FY 2007. The score continues to be based on data of the US Census. We use their objective and extensive urban and rural area analysis while remaining consistent with the words and intent of the statute and regulation. More detail is provided below and elsewhere in the *Application Guide*.

If you are familiar with previous *Loan and Combo Application Guides*, one of the first things you may notice is that the current guide is considerably longer. A large part of this increase is the guidance we have provided about how to use the Census website for determining your *Rurality Score*. This guidance contains many images of the relevant portion of Census web pages highlighting the navigational techniques needed to gain access to the data.

Throughout this guide, we will use population data from Census designated Urbanized Areas ($\geq 50,000$), Urban Clusters (2,500-49,999), and Census Rural (< 2500) as the tool for determining populations located “within the boundaries of an incorporated or unincorporated city, village, or borough.” Guidance for completing your *Rurality Worksheet* and for finding population data are provided in this guide under E, *Rurality*, in Section III of the *FY 2008 Application Guide*.

***Rurality* Scores for Applicants with Non-Fixed End-User Sites**

Applicant eligibility with respect to the *Rurality* category is based on the location of the specific end-user sites such as schools or rural health clinics where people will benefit from the distance learning or telemedicine project. In recent years, we have received increasing numbers of applications from projects in which the end-user sites are not fixed. An example of this is a home health monitoring project where the equipment is moved over time from one patient's home to another as medical needs arise. Another example is an ambulance-based telemedicine project, where the equipment will serve an entire area.

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These types of projects were not contemplated when the regulation was adopted. As a consequence, there was no established method for the applicant to estimate and for us to evaluate such an applicant's *Rurality* score. The *Rurality* score is central to the process because it determines if the applicant is eligible for the program.

Because these types of projects are becoming more common, we have specified a method that meets the spirit of the regulation while providing a measure of rural benefit that is reasonably comparable to that captured by the method for fixed-site projects. Applicants for such projects will base their *Rurality* calculation on the total population within their service territory that is located in each population zone using the *Urban Area* and *Rural* designations of the US Census as described above and in the *Rurality* discussion found in Section III, Part E, of this guide. In short, for purposes of determining *Rurality*, each person in the service territory, or potential end-user, is treated as if it were an actual end-user.

Finally, an application must be exclusively for one or the other, either fixed or non-fixed sites. The service areas of fixed and non-fixed site projects are not directly comparable because they are unlikely to benefit the same universe of people. As a consequence, we have no administratively practical way to score an application that contains both types of projects. An example would be an application for a fixed site teleradiology project that connects four clinics operated by technicians with the radiology department of a hospital as well as a non-fixed site project such as placing a videoconferencing system connecting an ambulance to the emergency room for purposes of triage. In other words, if you have both components in your plans, and you include both in one application, we cannot determine if it is eligible. See *Rurality* in Section III, Part E, for more detail about developing the *Rurality* data and scores for projects with non-fixed end-user sites.

New Worksheets

In an effort to make certain that applicants know exactly what to submit and that it is submitted in a form that will not delay loan processing, we modified and provided additional worksheets in the *DLT Loan and Combo Toolkit*. See the *Toolkit* for all the worksheets and forms you need to complete your application.

B. How to Submit a Paper Application

Ship 1 copy with original signatures and 2 additional copies to:

**Director, ASD
Telecommunications Program, STOP 1550, Room 2844
1400 Independence Ave., SW
Washington, D.C. 20250-1550**

Note: Packages arriving at USDA via ordinary first-class mail (USPS) are irradiated, which can damage the contents. We encourage you to consider the impact of this procedure in selecting your shipping method.

You may also submit your paper application to the State Director for Rural Development (RD) or our General Field Representative. For State Director and GFR contact information, go to:

- GFRs - <http://www.usda.gov/rus/telecom/staff/gfr-state-list.htm>
- RD State Directors - http://www.rurdev.usda.gov/recd_map.html

C. How to Submit an Electronic Application

Combination Loan/Grants can be submitted electronically to the grants.gov website. We have no ability to accept 100% loan applications at this time. In past years, applicants attempting to use the Grants.gov website have experienced technical difficulties and delays.

www.grants.gov

With regard to Combos, OMB requires all grant applicants supply a DUNS Number (Dun & Bradstreet Universal Numbering System). The number is free. To obtain a DUNS number, please call Dun & Bradstreet at 866-705-5711 or refer to:

www.whitehouse.gov/omb/grants/duns_num_guide.pdf.

Allow yourself plenty of time. **If you want to submit an application on-line, we strongly encourage you to obtain all the necessary sign-ups, credentials and authorizations well in advance of the time you plan to file your application.** You will need a Central Contractor Registry (CCR) registration before you can submit electronically. In addition, Grants.gov requires some one-time credentialing and online authentication procedures. These procedures may take several business days to complete.

Please follow the instructions at Grants.gov. If you experience a technical problem retrieving or submitting an electronic application, make the Grants.gov customer support resources your first stop (click the "Customer Support" tab on any page of Grants.gov to get started). Grants.gov is operated by a Federal Agency that is not part of the USDA. The DLT staff has no control of Grants.gov. Neither does it have specific knowledge of how the process works or ability to assist with technical problems.

Section III - The Complete Application

Tips:

- The person who signs the Standard Form 424, *Application for Federal Assistance*, should document his or her authority to do so. For example, the Director of Information Systems at a school may have the authority to obligate the school system, but in most cases, we have no means of confirming this authority, or even of determining if the title shown on the SF 424 is correct. Please document his or her authority as described in the instructions for Block 21, which you will find in the *Toolkit*.
- Before you begin to work on your application, review the entire *Application Guide* including the *Toolkit* so that you have an overall sense of what is expected.
- Use the *2008 Loan and Combo Application Guide Toolkit (Toolkit)*. It contains all the forms, worksheets, and sample certifications that you will need to assemble your application.
- When you prepare your application, try to imagine that you are the Agency reviewer responsible for making a funding decision. In every section, provide the level of detail and support that would satisfy you if you were that reviewer.
- Remember that your *Rurality* score is based on who benefits. Do not, for example, try to make your project appear to have more rural impact by not including all the end-users that will benefit from the project.

A. Standard Form 424 and Attachments

SF424

The SF-424, (Standard Form 424, *Application for Federal Assistance* is required to apply for DLT grants. We use the latest version of the SF 424, which is the version prepared by the Office of Management and Budget (OMB) for electronic applications. It carries a date of October 2005. We have reproduced the form and included a copy suitably adapted to paper applications in the *DLT Toolkit*. In previous years, we included additional guidance and specific Agency instructions for completing the SF 424 under this heading in the *Application Guide*. Last year, we combined the general instructions provided by OMB along with specific Agency instructions into one set, marking through the OMB instructions that do not apply to the DLT Program. These instructions follow the SF 424 in the *Toolkit*. We followed the same practice this year.

Place the completed SF 424 under Tab A of your application, along with the *Site Worksheet* and voluntary survey described below. The worksheet and survey are also included in the *Toolkit*.

Attachments to the SF 424

There are two attachments to the SF 424. One is a *Site Worksheet* (required) and the other is a *Survey on Ensuring Equal Opportunity for Applicants* (optional). With regard to some of the information requested on the Site Worksheets, please note that the Census web site has a wealth of data beyond that described under E-1, *Rurality*, in Section IV of this guide. For example, the same mapping tool we instruct you to use to show Census Population Data can display school and congressional districts among many other things.

Site Worksheets - Complete identification of project sites is central to our ability to evaluate and score your project. The space provided for this information on the SF-424 is insufficient for DLT projects which by their nature generally involve multiple sites. We have created two *Site Worksheets* to provide extra space, one for traditional fixed-site projects (such as for schools or hospitals), the other for non-fixed sites, (such as a visiting nurse project).

You will attach the *Site Worksheet* appropriate to your type of project. The worksheets have been designed not only to provide additional space to respond to the information requested in Blocks 14, 15, & 16 of the SF 424, but also to link the project as described there directly and specifically to the project as described throughout the balance of the application package.

With regard to the application process, there is no administratively practical way to score a project that combines fixed and non-fixed sites. As a consequence, we must require that applications are for one or the other, *i.e.*, either exclusively for fixed sites or exclusively for non-fixed sites.

Fixed Site Worksheet

If your project operates at fixed sites, you will use the *Fixed Site Worksheet* that is provided in the *Toolkit*. Complete that *Worksheet* and place it directly behind the SF-424 under Tab A of your application. Include every site involved with your project (*e.g.*, hub, hub/end-user or end-user) regardless of whether grant or match funds will be expended at that site or whether the sites are included in your estimated scores.

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For each site (hub, hub/end-user, or end-user), show:

- The complete and formal name of the site. If you wish to use an abbreviation, show that abbreviation and use it consistently throughout the balance of the application.
- Positive Identification of the Site Location. As the applicant, you know where your sites are located. For us to verify your *Rurality* score, you must provide us with unambiguous evidence of that location. In some cases, the Census mapping tool will locate a site based on its street address. Data from the Census' *Fact Finder* website is required to document your estimated *Rurality* score. See "E-1 Rurality" in Section IV of this *Application Guide* for more detail about the *Fact Finder* site and about completing the *Rurality Worksheet*.

factfinder.census.gov/home/saff/main.html?_lang=en

However, the Census mapping software does not provide a positive location in the way that other sites do, say, by placing a star at the address. Also, the Census site sometimes does not properly center the map on the address. That is why we ask you to place a copy of the census map in your application with a pen and ink entry of the site's exact location. When there is any doubt, consider supplementing the Census Map with one from Mapquest or Google Maps. Other maps from local governments can sometimes be useful supplements to the Census Map for positively identifying a site location.

However, none of these resources is completely accurate or 100% current. For example, a new school may show up on the aerial view from Mapquest as a vacant field. If you cannot correctly, positively, and unambiguously identify a site location with one of these resources by address, provide us the latitude and longitude of the site location in Degrees, Minutes, and Seconds (DD/MM//SS) or decimal form (DD.DDDD) and explain any ambiguities. Latitude and longitude can be determined from mapping software as well as many publicly available sources including, for example, websites hosted by Northern Arizona University, topozone, and mapquest:

jan.ucc.nau.edu/~cvm/latlon_find_location.html

www.topozone.com

www.mapquest.com/maps/latlong.adp

Remember, we must know the exact location of every site. If the only address you provide is a PO Box, Star Route, Rural Route, or other address not locatable on a map, you have not provided a verifiable site location.

- The applicant's designation of the type of site, *i.e.*, a pure hub, a combination hub/end-user, or a pure end-user. The distinction between a hub and a hub/end-user is important because pure hubs are not included in the *Rurality* calculation. As a consequence, their inclusion or exclusion can have a significant effect on your score. See D-1, Telecommunications System Plan & Scope of Work, in Section IV of this *Application Guide* for details on how to categorize sites in your application. To designate a site as a pure hub, the applicant must provide a convincing demonstration that no benefits flow to the site or to users at that site.
- The County, School District, and Congressional District in which the site is located.

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Non-Fixed-Site Worksheet

If your project is for non-fixed sites like the service territory of a visiting nurse association, use the *Non-Fixed Site Worksheet*. Complete that *Worksheet* and place it directly behind the SF-424 under Tab A of your application. Non-fixed site projects are evaluated over the officially designated service area. To be eligible for grant funding, a non-fixed site project must have defined service territory that can be unambiguously represented on a map.

For the service area of the non-fixed site project:

- Provide a succinct, but thorough, narrative description of the territory in the space provided. Attach a map showing the official defined boundary. (If your organization does not have a defined boundary, we cannot evaluate the *Rurality* score, which makes it impossible to determine eligibility.) Last year we requested that applicants “pencil-in” their designated service territory. This generally worked well. However, some maps were unaccompanied by any other description of the territory and were so simply drawn as to be difficult to interpret. Just as with a physical site application, we must be able to precisely determine your service territory in order to verify your score. A hand-drawn map or a rough pencil representation of the service area sketched onto a map does not allow this unless it is accompanied by a precise narrative description of the physical boundary of the service territory.

Remember that this must be the official service territory as demonstrated by public information such as a description in your organizing documents. If you serve all of Lakeview County as chartered by the County, and your website says you serve Lakeview County, the map of your service territory should reflect that you serve the entire County.

- If the service is operated out of one service center, a hospital or ambulance garage, show the complete street address of this site. (The address must be one which can be verified as previously described. See the bullet “Positive Identification of the Site Location” above under the heading “Fixed Site Worksheet” for information on providing this address.) If it is operated out of several centers, show the precise address of each such site and describe in the narrative whether the service territory is served jointly or is divided into specific autonomous regional operations. If the latter, show the service territory boundaries of each autonomous region.
- Show each County, School District, and Congressional District in the service territory that will be served by the grant project, whether in whole or in part.

Not-For-Profit Survey - The Federal government is committed to ensuring that all qualified applicants, small or large, non-religious or faith-based, have an equal opportunity to compete for Federal funding. In order for us to better understand the population of applicants for Federal Funds, we are asking not-for-profit private organizations (excluding public universities) to fill out a survey. You will find a copy of the Survey Form in the *Toolkit*. Place the completed form in a sealed envelope behind the SF 424 and the appropriate *Site Worksheet* under Tab A of your application. Information provided on the survey will not be considered in any way in making funding decisions and will not be included in the Federal grants database. While your help in this data collection process is greatly appreciated, completion of the survey is voluntary.

B. Legal Eligibility - Legal Existence - Authority to Contract

You must provide evidence with respect to your legal eligibility, legal existence, and legal authority to contract with The United States Government (See 7 CFR 1703):

1. **Legal Eligibility:** An applicant must be legally organized as an incorporated organization or partnership, an Indian tribe or tribal organization, as defined in 25 U.S.C. 450b (b) and (c), a state or local unit of government, a consortium, or other legal entity, including a private corporation organized on a for profit or not-for profit basis. **Evidence of tax status from the Internal Revenue Service or a state department of taxation is not evidence of legal eligibility.**
2. **Legal Existence:** You must provide us with acceptable evidence of your legal eligibility. Such evidence includes a certification as to legal existence from the Secretary of State in the applicant's state of incorporation, a certified copy of the applicant's Articles of Incorporation, or a copy of the state or local statute establishing an applicant. **Evidence of tax status from the Internal Revenue Service or a state department of taxation is not evidence of legal existence.**
3. **Legal Authority to Contract with United States Government:** You must provide written evidence of your legal authority to contract with the Federal government. Such evidence includes a copy of the applicant's bylaws or Articles of Incorporation, applicable state or local statutes, a resolution from the applicant's board of directors, or an opinion of counsel showing that the applicant has the legal power to contract with the government. The provision of such a document in and of itself, a copy of the applicant's bylaws for example, does not provide evidence of the authority. The document text must make specific reference to the authority. Evidence of recent federal grants, or other contracts with the federal government, does provide this evidence. If a consortium lacks the legal capacity to contract, each individual entity must contract with RUS on its own behalf.

For example, some applicants have provided evidence that a related entity such as the school board has legal authority to contract with the Federal government. Such evidence does not demonstrate the legal existence of the school district that is the applicant or of the school district's ability to contract with the government.

C. Executive Summary

The Executive Summary gives reviewers their first overall view of the project area, the problems that residents face, and how the proposed project will address those problems. This is your opportunity to discuss the core aspects of the project. It should contain a **concise** description of the project including:

1. **A two paragraph abstract** that describes your project in a nutshell.
2. A general **overview** of the telecommunications system to be developed, including the types of equipment, technologies, and facilities proposed.
3. A description of the participating sites (hubs, hub/end-user, and end-user) or service territory (for non-fixed site projects) and the number of rural residents who will be served at each hub/end-user or end-user site.
4. A description of the **types of distance learning or telemedicine services** proposed and whether those services will be offered via a fixed-site project or to a service territory where the sites vary over time, such as a home health monitoring service. Remember that DLT projects must propose specific

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projects to provide distance learning and/or telemedicine to specific people. The DLT Program does not fund speculative proposals, i.e., the purchase of equipment or software whose function or users will be determined later.

5. An explanation of **how the project will address community needs, why your organization requires financial assistance**, and how the project **benefits rural residents**. A summary of the total project cost including a breakdown of the loan or loan/grant requested.

D. Project Information

Eligible Purposes under the Combo and 100% Loan Funding Options

Eligible Purpose for Special Combination Loan/Grant

Electronic Medical Records (EMR) Systems - This special Combo is specific to Electronic Medical Records Systems. It includes only EMR equipment and necessary ancillary equipment. If an applicant wishes to apply for a loan/grant for other eligible loan/grant purposes, they must prepare separate applications, one for EMR, and another for those purposes eligible under the Regular Combo Program.

Eligible Purposes Common to Regular Combination Loan/Grants and 100% Loans

All equipment and services must be obtained from entities other than the applicant. By applicant, we mean the organization that signed the SF-424 and the organizations that have sites in the DLT project whether their participation is informal or part of a formal consortium. There are three categories of eligible purposes:

1. The first includes acquiring **eligible equipment**. The following are examples of eligible equipment. This list is not exhaustive. Neither does it convey blanket eligibility.
 - Computer hardware and software.
 - Audio and video equipment.
 - Computer network components.
 - Terminal equipment.
 - Data terminal equipment.
 - Interactive audio/video equipment.
 - Original Equipment Manufacturer (OEM) or OEM authorized extended warranties.
 - Inside wiring.
 - Medical or educational equipment and facilities that are shown to be necessary to implement the project, including vehicles utilizing DLT technology to deliver educational and health services. The applicant must demonstrate that such items are necessary to the DLT project.
 - Links between teachers and students or medical professionals who are located at the same facility (*i.e.*, on campus systems), provided that such facility receives or provides distance learning or telemedicine services as part of a DLT network.
 - In the Combo and 100% Loan Programs (unlike the 100% Grant Program, in which the term “administrative expense” is interpreted in the strictest sense) certain expenses

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specific to the provision of distance learning or telemedicine, such as attendance or medical billing software, are eligible. However, general administrative expenses, such as overhead, heating, or cooling, as well as supplies such as paper, blank CDs, or spare ink cartridge are ineligible.

- Site Development, alteration of buildings, purchasing of land or buildings, or building construction when determined by the Agency to be necessary to the project and incidental (less than 50% of the Combo or 100% Loan).*
- Acquisition of telecommunications transmission facilities provided that no telecommunications carrier will install such facilities within a reasonable period of time.*

* However, only if funding from other sources for this purpose is not available at a cost that does not adversely affect the economic viability of the project.

2. The second provides for **acquiring instructional programming** (including the purchase or lease of instructional programming already on the market).
3. The third includes **technical assistance and instruction for using eligible equipment** (TA&I), including any related software; developing instructional programming (including the development and modification of an existing instructional programming package); and providing engineering or environmental studies relating to the establishment or expansion of the phase of the project to be financed with the grant. The costs for **this category cannot exceed 10% of the grant amount requested or 10% of the eligible matching funds.**

Additional Eligible Purposes for 100% Loans (Ineligible for Combo)

In addition to all the purposes listed above for Combos, under the 100% Loan Program, the following purposes are eligible:

1. Recurring or operating expenses incurred during the first two years of operation after the financial assistance has been approved. This does not include salaries. The Administrator will determine whether to finance such recurring or operating expenses based on information provided by the applicant. The applicant must show that financing for such costs is necessary for the establishment or continued operation of the project and that financing is not available for such cost elsewhere, including from the applicant's resources. Financing for such costs cannot exceed 20% of the loan.
2. All costs needed to provide distance learning broadcasting to rural areas. If the facilities are not dedicated to educational broadcasting, a portion of the facilities may be financed based on the percentage of use for distance learning broadcasting.

Ineligible Purposes under the Combo and 100% Loan Funding Options

Ineligible Purposes Common to Regular Combination Loan/Grants and 100% Loans

- Salaries, wages, or employee benefits of the applicant or the project.
- Recurring or operating expenses for the project incurred two years from approval of the loan. This does not include leases for equipment.
- Duplicating facilities already in place which provide distance learning or telemedicine services.
- Reimbursing your organization or others for costs incurred prior to the date we received the completed application.

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- Purchasing equipment that will be owned by a local exchange carrier or another telecommunications service provider *unless* that service provider is the applicant. Remember that entities financed through loans from Rural Development Utilities Programs are not eligible for DLT grants.
- Projects located in areas covered by the Coastal Barrier Resources Act.
- Duplicating facilities already in place which provide distance learning or telemedicine services.
- Any other purposes not specifically contained in 7 CFR 1703.131 or that the Administrator has not specifically approved.
- Except as otherwise provided in 7 CFR 1703.131, funds shall not be used to finance a project, in part, when success of the project is dependent upon the receipt of additional financial assistance under Part 1703 or is dependent upon the receipt of other funding that is not assured.

Ineligible Purposes for Combination Loan/Grants

In addition to all ineligible purposes common to the Combo and 100% Loan Programs described above, the following purposes eligible in the Loan Program are ineligible in the Combo Program:

- Recurring or operating project expenses or costs such as monthly fees for telecommunications and electric service. (Leases to obtain eligible equipment are not considered recurring costs.) This is eligible for two years of funding only under the 100% Loan Program.
- All costs needed to provide distance learning broadcasting to rural areas. If the facilities are not dedicated to educational broadcasting, a portion of the facilities may be financed based on the percentage of use for distance learning broadcasting.

D-1. Telecommunications System Plan & Scope of Work

A Telecommunications System Plan (TSP) is required as part of a complete application. The TSP provides the reviewer with a thorough understanding of the project. The TSP in tandem with the *Budget* is the foundation of the application. In particular, it shows the sites (hubs, hub/end-users, or end/users) that will participate in the project and shows where the equipment will be located. In addition, the TSP shows how the equipment is interconnected and how it accomplishes the distance learning or telemedicine purposes of the project.

Categorizing Sites

The distinction between sites is important for determining applicant eligibility in both the Combo and 100% Loan Programs. Although neither is competitive, both use the scoring tool from the competitive 100% Grant Program for determining whether the area served by the project is sufficiently rural to qualify for funding. This scoring category is called *Rurality*. Rather than refer prospective Comb and 100% Loan applicants to the *Grant Application Guide*, we have repeated the relevant portions of that guide in this document in the *Rurality* discussion in Section III, Part E.

In order to make certain that the *Rurality* score is an accurate measure of rural benefit, it is important that the end-users on which the application is scored represent who will benefit from the funding, whether loan or grant. If Combo or 100% Loan funds will benefit users at a site, that site must be accounted for in the scoring and budget.

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Tip - Do not attempt to improve your score by excluding sites that will benefit from your project. If your organization has 20 locations, and you do not include them all in the scoring calculations, address why you did not do so. If you do not explain the exclusion, we cannot evaluate whether or not the scores generated by the sites you did include are an accurate reflection of the rural benefit of the project.

HUB - A pure hub receives no benefit of any kind from the project. It is either an electronic connection point or a source of distance learning or telemedicine. Because no benefit flows to a pure hub, it is not counted in the *Rurality*. This can be important when the hub would have a negative effect on the applicant's *Rurality* score if included.

However, most DLT project hubs are actually hub/end-users as described below and we start our evaluation of an application with that presumption. To be considered a pure hub, the applicant must provide compelling evidence that no benefit flows to the hub site or to users at the hub site. The following are examples of pure hubs although the third example gives an illustration of a site that would not be funded in its entirety.

Example - A server is located in an urban hospital school. The server's entire function is to interconnect with end-user equipment funded under the project located at other sites. The urban hospital is the source of all medical care flowing to the other sites. No benefit flows through the server to users within the hospital or to sites not shown as end-users in the *Rurality* calculation.

Hub/End-User - A hub/end-user may perform functions associated with a hub such as electronic switching or origination of content, but it also receives benefit at that site. Hub/end-users are much more common in the DLT Program than pure hubs. A hub/end-user is considered the same as an end-user for scoring purposes.

Example - A university medical center wants to create a teleradiology system along with seven rural hospitals. The equipment at the university hospital will be used within the hospital and to connect with national centers of expertise for the benefit of patients at the university medical center and the seven rural hospitals. Because benefits flow to the university medical center, it is a hub/end-user and must be accounted for in the *Rurality* score.

End-Users - An end-user is purely a beneficiary. Loan or Grant funds do not have to be expended at a site to make it an end-user for scoring purposes. If loan or grant funds expended anywhere will benefit users at a site, that site must be accounted for in the scoring and budget.

Apportioning DLT Project Benefit

DLT Loan and Grant funding is available only for eligible purposes. When part of a proposed project includes ineligible purposes, the applicant should segregate them on a line-item basis in the budget. Funding for ineligible purposes must come from sources other than DLT Grant or Loan funds. Remember that ineligible purposes do not become eligible when bundled with eligible purposes. If a line item is for both eligible and ineligible purposes, the applicant should apportion that line item into two line items based on the portion of use that can be attributed to an eligible purpose.

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Telecommunications System Plan Details

The TSP will aid the Agency in comprehending and evaluating your project. Include the Following in your TSP:

1. A description of the types of distance learning and telemedicine services proposed. If the project provides both distance learning and telemedicine services, identify the predominant use of the system.

Remember, that **distance learning** as defined by the regulation implies a curriculum with measurable results delivered via telecommunications. **Telemedicine** as defined by the regulation implies the delivery of medicine from medical professionals to patients and other medical professionals via telecommunications. This program focuses on telecommunications, not just technology.

2. A general description of the telecommunications facilities proposed for the project including an explanation of how they will enable the project's interconnection with other networks, if that is relevant. This discussion should cover the entire project, including interconnected sites for which no loan or grant funds are budgeted. The discussion should be sufficiently straightforward that a reasonably intelligent but non-expert person would understand how your project delivers distance learning or telemedicine across the system and would also be capable of explaining that operation to another person.
3. **A map and/or a network diagram of the telecommunications system, and how the distance learning or telemedicine equipment relates to that system.** Each site must be represented on the map/diagram. This representation need not be to scale, but it must be representational of your project, not generic.
4. A list that can be cross referenced with the map/diagram and the *Budget* of every line-item in the *Budget*. Provide detailed descriptions of each line-item. Both here and in the *Budget*, make certain that the line-items are specific, not lump sums that cannot be evaluated by us as to eligibility or reasonableness of cost. Provide specifics such as the brand and model number, *i.e.*, "VideoKing TX-90," as opposed to "One Video System."

Include the following detail for each line-item:

- The DLT capabilities of all equipment and software that will be provided.
 - Information which supports the costs shown in the budget such as vendor quotations. Quotes from multiple sources are recommended. Include discussion of how the budgetary cost estimates were determined to be reasonable, when the equipment will be obtained, and whether it will be purchased or leased.
5. Documentation of discussions with various technical sources, such as consultants, engineers, product vendors or internal technical experts. Provide detailed cost estimates for operating and maintaining the end-user equipment. Provide evidence that you evaluated alternative equipment and technologies.
 6. A discussion of whether the project will duplicate any adequate, established telemedicine or distance learning services. As part of the application package, you will need to complete a *Nonduplication of Services Certificate*, which is part of the *Toolkit*.
 7. A description of the consultations with the appropriate telecommunications carriers (including interexchange carriers, cable television operators, enhanced service providers, providers of satellite services and telecommunications equipment manufacturers and distributors) and the anticipated role of such providers in the proposed telecommunications system.

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Scope of Work

The scope of work explains what you plan to do. It is your opportunity to make a clear and convincing presentation of how you will achieve the goals of your project. The scope of work completes the picture for the reviewer. It discusses how your organization proposes to proceed with the project, if funded. **An application that does not include a scope of work cannot be evaluated and will be returned as ineligible.** The scope of work must include, *at a minimum*, the following:

- The specific activities to be performed under the project.
- Who will carry out the activities.
- The timeframes for accomplishing the project **objectives** and activities.

D-2. Budget

With regard to the Combo Program, the purposes for Loan and Grant are identical and the support information you provide here and elsewhere in the application should be just as thorough and complete whether for loan or grant items.

A budget is required. In tandem with the TSP discussed above, the budget is the foundation of your application. This section describes how to present a budget for your organization's proposed project. Your *Budget* should show each cost as a **line-item**. **Both here and in the *Telecommunications System Plan*, make certain that the line-items provide item-by-item detail. Do not enter lump sums that cannot be evaluated by us as to eligibility or reasonableness of cost.** Provide detail such as the brand and model number, *i.e.*, "VideoKing TX-90, \$5,600," as opposed to "One Video System, \$75,000 each site" or "Wiring, \$100,000." Remember that we evaluate the entire project so show each site in the *Budget* whether it will be funded with loan, grant, or other funds. Even if a site does not need any funding, enter a placeholder in the *Budget* so that it is clearly identified as part of the project.

Of course, projects typically require resources that are not eligible as described above under *Eligible Purposes*. Costs incurred by your organization or contributed by others for ineligible purposes should be shown in full on both the *Overall Budget Worksheet* and the *Other Funds Worksheet*. Budget worksheets are described below.

Budget Worksheets - The *Toolkit* provides two budget worksheets:

Overall Budget Worksheet: Show the entire project budget on this sheet in line-item form. Include every line-item that will be part of the project regardless of the source of funds. In other words, this sheet will show every aspect of the project, whether it is funded by the loan, grant or by other funds.

Number each line-item in the first column. **To assist us in our review, we ask that when you show these line-items on other worksheets, you use the same line-item number rather than numbering each sheet independently.** For each line-item, identify the site where the item will be placed. Provide a description, a unit cost, the number of units, and the extended cost. At the bottom of the sheet is a block labeled *Budget Summary*. Line A, *Overall DLT Project Budget*, is the total project budget. The number entered here should match the number entered in Block 18g of the SF-424, *Application for Federal Assistance*.

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Other Funds Worksheet: Show all purposes that will not be funded with loan or grant on this sheet. This would include each line-item that is either ineligible or for which grant or match funds will not be requested or proposed.

D-3. Financial Information and Sustainability

At a minimum, you need to submit sufficient financial information that will enable us to determine if the project you propose is feasible from a loan standpoint, *i.e.*, the applicant has the ability to pay off the loan during the amortization period, which cannot exceed ten years. This is required of all applicants, even if the applicant is funded by a state or local government on an appropriation or similar basis. Please include all the following and place it under Tab D-3 of your application.

1. Complete Historical Financial Statements (from the previous two fiscal years at a minimum).
2. A Ten-Year Financial Projection. This consists of a Pro-Forma supplemented by additional data. The type of format we are looking for is suggested by the three-page sample below. Please enter historical data from your Financial Statements onto such a financial projection and then enter your forecast. Although we ask you to enter data from your Financial Statement on this projection, we also want to see the entire Financial Statement.
3. Provide a narrative description that explains and supplements the Financial Statements and the Ten-Year Forecast. Make certain that this narrative is consistent with the project as presented in the balance of your application. In particular, state and explain the basis for any assumptions used in the projection. Discussion of assumptions could cover, but is certainly not limited to, factors such as:
 - Customer usage is based on (demographics, new subdivisions, contract, etc.)
 - Growth of revenue is based on (annual percentage, industry projections, state mandate, etc.)
 - Expenses are expected to increase/decrease based on (applicant history, other's experience with technology similar to that funded by loan, etc.)

Also, you should address the technical and programmatic expertise necessary to undertake and complete the project. Show how this expertise will ensure a sustainable project. You should also address the resources devoted to the project, and whether these resources will sustain the project.

**SAMPLE BALANCE SHEET
 PRO FORMA TEN-YEAR FINANCIAL FORECAST
 PAGE 1**

	Historic		Forecast										
	FY End	FY End	Current	FY 1	FY 2	FY 3	FY 4	FY 5	FY 6	FY 7	FY 8	FY 9	FY 10
	200_	200_	Current	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__
ASSETS													
CURRENT													
Cash and Cash Equivalents													
Accounts Receivable													
Materials and Supplies													
Other Current													
Total Current Assets													
LONG TERM													
Property, Plant and Equipment													
Licenses & Intangibles													
Accumulated Depreciation													
Accumulated Amortization													
Deferred Charges													
Prepays/Accruals													
Other Assets													
Total Long Term Assets													
TOTAL ASSETS													

SAMPLE BALANCE SHEET – PAGE 2

	Historic		Forecast										
	FY End	FY End	Current	FY 1	FY 2	FY 3	FY 4	FY 5	FY 6	FY 7	FY 8	FY 9	FY 10
	200_	200_	Current	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__
LIABILITIES													
CURRENT													
Accounts Payable													
Notes Payable – Short Term													
Current Portion of Long Term Debt													
Other Current													
Total Current Liabilities													
LONG TERM													
Long Term Debt – Current													
New Proposed Long Term Debt													
Debt													
Capital Lease													
Other Long Term													
Total Long Term Liabilities													
TOTAL LIABILITIES													
CAPITAL & EQUITY													
Common Stock													
Preferred Stock													
Paid-in-Capital													
Retained Earnings													
Total Capital & Equity													
TOTAL CAPITAL													
TOTAL LIABILITIES, CAPITAL, & EQUITY													

SAMPLE INCOME STATEMENT WITH DEBT SERVICE & CASH FLOW
PRO FORMA TEN-YEAR FINANCIAL FORECAST

	Historic		Forecast										
	FY End	FY End	Current	FY 1	FY 2	FY 3	FY 4	FY 5	FY 6	FY 7	FY 8	FY 9	FY 10
	200_	200_	Current	20__	20__	20__	20__	20__	20__	20__	20__	20__	20__
OPERATING REVENUES													
Distance Learning													
Telemedicine													
Miscellaneous													
Uncollectibles													
Total Operating Revenues													
OPERATING EXPENSES													
Cost of Goods Sold													
Operating Expenses													
Salaries													
Training													
General Administrative													
Depreciation													
Amortization													
Interest Expense													
Total Operating Expense													
OTHER INCOME/EXPENSE													
Interest & Dividend Income													
Other Expenses													
Total Other Inc./Exp.													
NET INCOME													
DEBT SERV. & CASH FLOW													
Income before Int., Depr., & Amort.													
Less Debt Service													
Interest Expense													
Principal Repayment													
NET CASH FLOW													

D-4. Statement of Experience

Provide a written narrative describing your organization’s demonstrated capability and experience in operating an educational or health care endeavor and any project similar to the proposed project. Experience in a similar project is desirable but not required. If your organization does not have experience with projects similar to the proposed project, you should explain how you plan to overcome this. Place this narrative under Tab D-4 or your Application.

E. Rurality and Supporting Documentation

Rurality is the term we use to describe how rural your DLT project’s service area is. We ask you to present an estimated *Rurality* score in your application. A *Rurality Worksheet* is provided in the *Toolkit* for this purpose. The Agency will review your estimate and correct it if necessary. Your project must score at least 20 points to be eligible for DLT Combo or 100% Loan Programs.

We use the following definitions as determined by the 2000 US Census to evaluate *Rurality*. (For additional discussion on the use of Census data, see *Refinement of the Tool for Evaluating Rurality* starting on page 5):

1. **EXCEPTIONALLY RURAL AREA – 5,000 and under.** Any area of the United States **not included within** the boundary as defined by the US Census of an Urbanized Area (UA) or of an Urban Cluster (UC) having a population in excess of 5,000 inhabitants. This includes areas within the boundary of urban clusters of 5000 and under as well as areas that are outside of any Urbanized Area or Urban Cluster.
2. **RURAL AREA – 5,001-10,000.** Any area of the United States included within the within the boundary as defined by the US Census of an Urban Cluster having a population over 5,000 but not in excess of 10,000 inhabitants.
3. **MID-RURAL AREA – 10,001-20,000.** Any area of the United States included within the boundary as defined by the US Census of an Urban Cluster having a population over 10,000 and not in excess of 20,000 inhabitants.
4. **URBAN AREA - Over 20,000.** Any area of the United States included within the boundary of an Urbanized Area or within the boundary of an Urban Cluster in excess of 20,000 inhabitants.

<u>Site Location</u>	<u>Points</u>
Exceptionally Rural Area	45
Rural Area	30
Mid-Rural Area	15
Urban Area	0

Tips:

- As you prepare your Rurality data, if you find you are having problems finding the data, we recommend that you repeat each step of the several examples presented below to help you become familiar with the Census site.
- You may find that your browser blocks certain “pop-up images” from the Census site. If so, you will need to turn off the blocker to use every feature. Internet Explorer will tell you it has blocked a pop-up by placing a message under the toolbar in the top left corner of your screen. Click on that message and it will allow you to turn off the blocker for this site. Other browsers provide similar adjustments.

The Rurality Score by Type of Project – Fixed and Variable Sites

Most DLT projects operate at fixed sites such as schools or medical facilities. For these traditional DLT projects, the *Rurality* score as described below is based on the population of the area where the end-user sites are located.

In recent years, we have begun to receive applications from projects where the end-user sites are not fixed. Although we can contemplate distance learning projects along this line, to date, the non-fixed category comprises two types of telemedicine projects. In both cases, the end-user sites vary over time with need:

Home Health Care Systems – These typically involve either the placement of medical monitoring equipment at the home or the provision of equipment for visiting nurses so that they and the patients they visit can interact with medical professionals located at a distant site. In this way, medical monitoring can be performed elsewhere via telecommunications and care can be delivered into the home via telecommunications.

Ambulance Systems – These typically involve monitoring, pre-admittance testing, and interactions between the medical professionals in the ambulance and those in the emergency room, all conveyed via telecommunications.

End-user sites that vary over time were not contemplated when the regulation was written. It is clearly not a fair measure of the rural benefit of such projects to base the *Rurality* score entirely on the fixed sites of such a system, such as the location of the nurse’s hospital headquarters or the facility where the ambulance is parked when off duty. (This was the method used when these types of applications were first submitted.) In the first place, those sites do not represent the sites where the benefit of the project is delivered. Second, both the nurse’s headquarters and ambulance storage area are likely to be located in the most urban community in the area regardless of the extent of their rural service territory. On the other hand, it is not a fair method of determining rural benefit if we allow the applicant to choose its *Rurality* score by selecting to include in its *Rurality calculation* only the rural locations in its service area when some, or even the majority of the people it serves, are in Urban Areas. Neither can we rely on an applicant’s assurance that it will only use the funded equipment in its rural areas. We must operate under the assumption that from both a practical standpoint and from a medical ethics standpoint, equipment will be used based on medical need, not customer location.

In as much as we recognize such uses of telecommunications can provide important benefits to rural areas, we are specifying a method of determining *Rurality* for non-fixed site projects - a method based on the idea that each potential end-user in the service territory is an actual end-user. This is a method that is consistent with the intent and spirit of the regulation while providing a measure of rural benefit that is reasonably comparable to that captured by the fixed-site method. In the discussion below, we

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will discuss two methods for determining a *Rurality* score based on the nature of the project, *i.e.*, fixed site or variable site. We have no administratively practical way to evaluate *Rurality* for projects that combine fixed and variable sites, so do not submit an application that mixes the two. If you have this situation, you may separate the projects and submit two applications that will be evaluated independently.

***Rurality* Score for Projects in which all End-user Sites are Fixed**

Enter each hub, hub/end-user and end-user site on the *Rurality Worksheet*, showing its location in parentheses. Although pure hubs are not included in the calculation, the Agency will need this data to recalculate the score in the event that we determine that a site you designated as a pure hub is actually a hub/end-user. Place the sites in the same order and use the same numbering as on the *Site Worksheet*. Use Census Urban and Rural Area population data along with the table above (it is also printed on the *Rurality Worksheet*) to determine *Rurality* points for each site. To document the numbers, attach a 2000 Census population sheet and map for each site's location behind the *Worksheet* as described below:

The population to be used will be Census "Urban Area" data. A good place to start the process is from the main Fact Finder Page on the Census at this website:

http://factfinder.census.gov/home/saff/main.html?_lang=en

Imagine that you have a facility located in College Township, Pennsylvania. You can enter an address or zip code, but since the site in this example is hypothetical, we enter College Township. This brings up a page that shows population data for the township. This is not the population you will enter on your *Rurality Worksheet*. We are using the jurisdiction as a locating tool and as an introduction to the Census website.

U.S. Census Bureau
American FactFinder

Main Search Feedback FAQs Glossary Site Map Help

POPULATION FINDER
FACT SHEET
Fact Sheet
Fact Sheet for a Race, Ethnic, or Ancestry Group
PEOPLE
HOUSING
BUSINESS AND GOVERNMENT
ABOUT THE DATA
DATA SETS

Main > Fact Sheet

FACT SHEET

United States | Pennsylvania | Centre County | College township
College township, Centre County, Pennsylvania

city/town, county, or zip
college township
state
Pennsylvania GO
search by address >

2000 2005 data not available for this geography

View a Fact Sheet for a race, ethnic, or ancestry group [Reference Map](#)

Census 2000 Demographic Profile Highlights:

General Characteristics - show more >>	Number	Percent	U.S.	map	brief
Total population	8,489				
Male	4,062	47.9	49.1%	map	brief
Female	4,427	52.1	50.9%	map	brief

Image 1

Click on "Reference Map," which is circled in the view above. It will bring up the map below, which shows College Township (in yellow) and adjoining jurisdictions. The applicant knows its territory and will have a good idea before it looks at a map if it is part of a larger population center that must be considered. Also, when you see the abbreviation UA (Urbanized Area) or UC (Urban Cluster) in the vicinity of your site, you can assume this is a question you must deal with. In this case, at least part of College Township appears to be in the State College Urbanized Area (underlined in red below).

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College township, Centre County, Pennsylvania

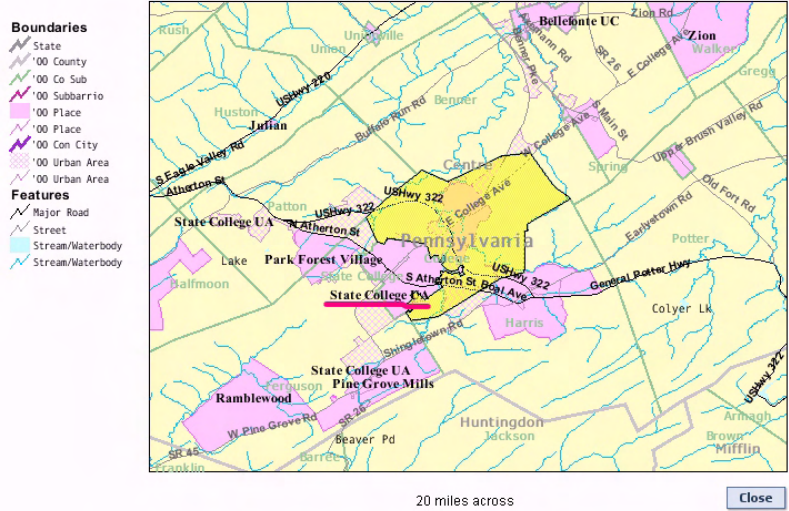


Image 2

To make a more precise determination, we will use more powerful features of the site. Close this map box, which will return you to the main page. Look at the left column and click on “Data Sets” and the dropdown menu “Decennial Census.”

U.S. Census Bureau

Fact Sheet

Main Search Feedback FAQs Glossary Site Map

POPULATION FINDER

FACT SHEET

- Fact Sheet
- Fact Sheet for a Race, Ethnic, or Ancestry Group

PEOPLE

HOUSING

BUSINESS AND GOVERNMENT

ABOUT THE DATA

DATA SETS

DOWNLOAD CENTER

MAPS

Main ► Fact Sheet

FACT SHEET

United States | Pennsylvania | Centre County | College township

College township, Centre County, Pennsylv

2000 2005 data [not available](#) for this geography

View a Fact Sheet

Census 2000 Demographic Profile Highlights:

General Characteristics - [show more >>](#)

	Number
Total population	8,489
• Decennial Census	4,062
• American Community Survey	4,427
• Puerto Rico Community Survey	36.2
• Annual Population	404
	6,702
	1 768

Image 3

The data sets of interest are circled below. The first is “reference maps.” The mapping tool found here is much more capable than that used to obtain image 2. This tool allows zooming and precise identification of a site’s location with respect to whether it is inside a Census Urban Area.

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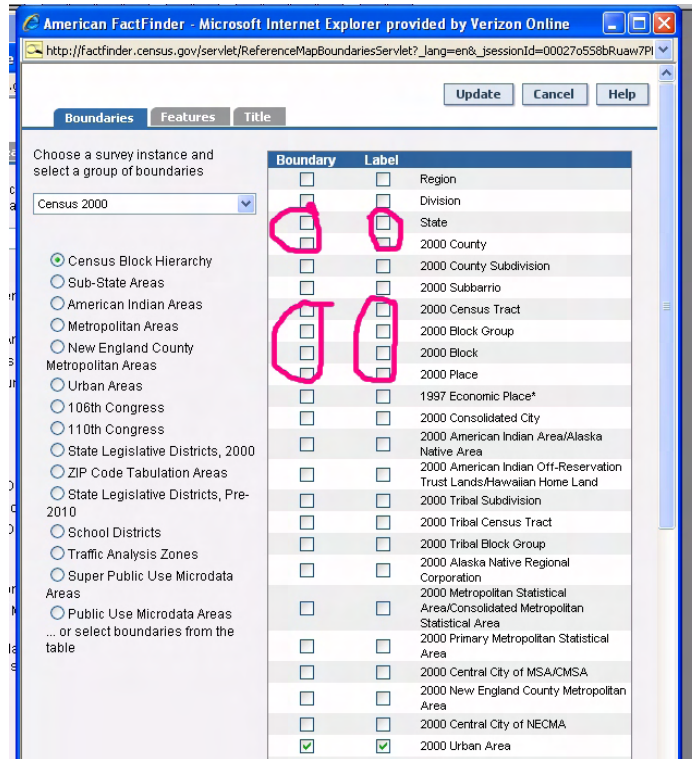


Image 6

This will alter the map you brought up based on the zip code so that it shows only the Census rural area (in yellow) and the State College Urbanized Area (in pink cross hatching). You can use the circled features to re-center and zoom until you precisely locate your site. To re-center, click on the “hand” button, move your cursor to the location you wish to center, and drag it to the center while holding down the left mouse button.

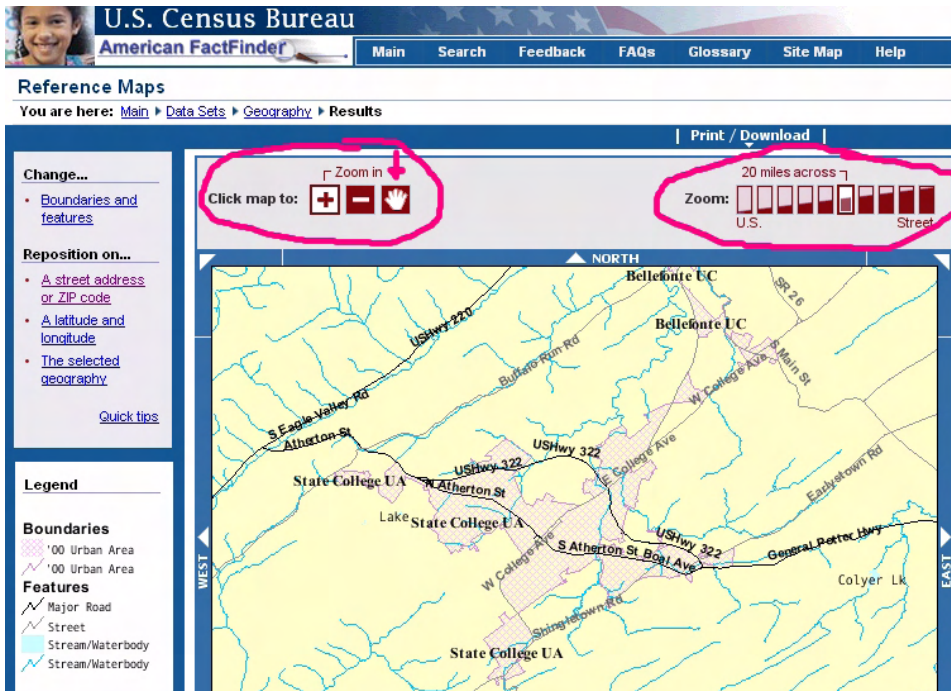


Image 7

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Print a Census page with a detail map like the one below. Include it in your application as documentation for this site behind your *Rurality Worksheet*. Show the site's exact location on this map. In this case, we have entered a hypothetical location on Porter Road in the yellow area of College Township at the top. A site located here is Census rural and would score 45 points. If the site were inside the checkered territory, you would designate it "Urbanized Area" and you use the State College Urbanized Area population, which is determined as described below.

The image shows a screenshot of the U.S. Census Bureau's American FactFinder website. At the top, there is a navigation bar with links for 'Main', 'Search', 'Feedback', 'FAQs', 'Glossary', 'Site Map', and 'Help'. Below this, the 'Reference Maps' section is visible, with 'Data Sets' circled in red. The main content area features a map of State College, PA, with a yellow-shaded area representing the State College Urbanized Area. A star on Porter Road indicates a location with a population of 76,548. The map is approximately 2.8 miles across. The website interface includes navigation links like 'Main', 'Search', 'Feedback', 'FAQs', 'Glossary', 'Site Map', and 'Help'. The 'Data Sets' link is circled in red.

Image 8

Click on "Data Sets," circled in image 8. This will return you to Image 4. Click on "Detailed Tables," which will bring up the screen below. First select "Urban Area" from the drop down menu under "Select a geographic type." Wait while the website populates the next block with every "Urbanized Area" and Urban Cluster" in the country. Scroll down to "State College Urbanized Area," highlight it, then click the "add" button. When it appears under "current geography selections," click on "next."

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U.S. Census Bureau
American FactFinder

Main Search Feedback FAQs Glossary Site Map Help

Select Geography

You are here: [Main](#) > [Data Sets](#) > [Data Sets with Detailed Tables](#) > [Geography](#) > [Tables](#) > [Results](#)
Census 2000 Summary File 1 (SF 1) 100-Percent Data, Detailed Tables

Choose a selection method

list name search address search map geo within geo

Show all geography types | Explain Census Geography

Select a geographic type
Urban Area

Select one or more geographic areas and click 'Add'

- Starkville, MS Urban Cluster
- Starkville, MS Urban Cluster
- State College, PA Urbanized Area
- State Farm (Penal Institution), VA Urban Cluster
- Statesboro, GA Urban Cluster
- Statesville, NC Urban Cluster
- Staunton, IL Urban Cluster
- Staunton, VA Urban Cluster

Map It

Add

Current geography selections:
==== Urban Area =====
State College, PA Urbanized Area

Current Selections

Download data for more than 7,000 geographic areas using the [Download Center](#).

Remove

Next

Image 9

Choose P1, P2, and any other items in which you are interested and which may prove useful you're your narrative discussion. Add them to the selection then press "show results."

American FactFinder

U.S. Census Bureau
American FactFinder

Main Search Feedback FAQs

Select Tables

You are here: [Main](#) > [Data Sets](#) > [Data Sets with Detailed Tables](#) > [Geography](#) > [Tables](#) > [Results](#)
Census 2000 Summary File 1 (SF 1) 100-Percent Data, Detailed Tables

Choose a table selection method

by subject by keyword show all tables

Select one or more tables and click 'Add'

- P1. Total Population
- P2. Urban and Rural (Total Population)
- P3. Race
- P4. Hispanic or Latino, and Not Hispanic or Latino by Race (Total Population)
- P5. Race for the Population 18 Years and Over
- P6. Hispanic or Latino, and Not Hispanic or Latino by Race for the Population 18 Years and Over
- P7. Race (Total Population)
- P8. Hispanic or Latino by Race (Total Population)
- P9. Race (Total Races Tallied)
- P10. Hispanic or Latino by Race (Total Races Tallied)

Add

Current table selections:
P1. Total Population
P2. Urban and Rural (Total Population)

Remove

Show Result

Image 10

This will bring up the page below. Enter this population on your *Rurality Worksheet*, which yields a score of zero points, and attach a copy of this page as documentation behind the *Worksheet*.

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The screenshot shows the U.S. Census Bureau American FactFinder interface. The header includes the U.S. Census Bureau logo and navigation links: Main, Search, Feedback, FAQs, Glossary, and Site Map. The main content area is titled "Detailed Tables" and shows a breadcrumb trail: You are here: Main > Data Sets > Data Sets with Detailed Tables > Geography > Tables > Results. Below this, there are links to "Use the links above to change your results", "Options", "Print / Download", and "R".

The first table is titled "P1. TOTAL POPULATION [1] - Universe: Total population" and the data set is "Census 2000 Summary File 1 (SF 1) 100-Percent Data". A note provides information on confidentiality protection, nonsampling error, definitions, and count corrections, with a link to <http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>.

	State College, PA Urbanized Area
Total	71,301

U.S. Census Bureau
Census 2000

Census [count corrections](#) for American Indian and Alaska Native Areas (AIANAs), states, counties, places, county subdivisions, census tracts, and blocks may have been released as a result of an external challenge through the [Count Question Resolution Program](#).

The second table is titled "P2. URBAN AND RURAL [6] - Universe: Total population" and the data set is "Census 2000 Summary File 1 (SF 1) 100-Percent Data". A note provides information on confidentiality protection, nonsampling error, definitions, and count corrections, with a link to <http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>.

	State College, PA Urbanized Area
Total	71,301
Urban:	71,301
Inside urbanized areas	71,301
Inside urban clusters	0
Rural	0
Filler	0

U.S. Census Bureau
Census 2000

Image 11

If outside a place designated urban by the Census, such as in the example shown above in image 8, print a Census Urban Area map that clearly shows the location of the site as being outside of the checkered Urban Area using the techniques described above. In extremely rural areas with no nearby population centers, this may require that you zoom out until the closest Census Urban Area shows on the map. Print this map, precisely identify your site's location, and include it as documentation behind the *Rurality Worksheet*.

In some cases, there may be ambiguity about your site's precise location. For example, if your organization has moved recently. If there is any ambiguity, include ancillary identifying information like printouts from Internet sites such as Mapquest or Google Maps. Sometimes local jurisdictions produce maps that can be useful.

After you have entered all your sites and the corresponding population on the *Rurality Worksheet*, calculate your estimated score by taking the average of the sites you designated as hub/end-users and end-users. Do not include pure Hubs in the calculation. Remember that we will evaluate sites you designate as pure hubs to determine if they are also end-users. If we make that finding, we will recalculate your score on that basis.

Example of a Fixed Site Rurality Calculation for a Project:

Springfield Hospital proposes to share teleradiology services among itself, two medical centers, and two clinics. The hospital will be the electronic hub but it is designated a hub/end-user because patients there will use the services of radiologists from Faryer and Fall City Medical Centers in the absence of their own. Under the assumption that the benefit to the urban site is incidental to the benefit to the rural sites, this example project would receive 21 points ($105 \div 5 = 21$) the average of all end-user sites.

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Remember, to be eligible to apply for a grant, the project must score at least 20 *Rurality* points. In this case, Faryer, Fall City, and Middleburg are all designated Urban Clusters, but each receives a different score based on the population of the cluster. The population for the Strinic Clinic is shown as “<2,500” because there is no specific population associated with Census Rural areas.

	Site Name (Location) (Same numbering and order as <i>Site & NSLP Worksheets</i>)	Site Type (Hub, etc.)	Census Designation	Census Population	Rurality Points
1	Springfield Hospital (Springfield Urbanized Area)	Hub/End-User	Urbanized Area	56,403	Zero
2	Faryer Clinic (Faryer Urban Cluster)	Hub/End-User	Urban Cluster	27,298	Zero
3	Fall City Medical Center (Beechwood Urban Cluster)	Hub/End-User	Urban Cluster	12,398	15
4	Middleburg Medical Center (Middleburg Urban Cluster)	End-User	Urban Cluster	2,790	45
5	Strinic Clinic (Windswept Crossroads)	End-User	Census Rural	<2,500	45
Applicant’s Estimated Rurality Score (Sum of Rurality Points ÷ # of End-User Sites)		21	Rurality Score (For Agency Use)		

Rurality Score for Projects in which all End-User Sites are Non-fixed

As you read this section, you may wish to refer to the *Rurality Worksheet-for Non-Fixed Sites* in the *Toolkit* or the excerpt of that *Worksheet* that appears several pages below. Enter each Census Urbanized Area and Urban Cluster in the service territory on a separate line. Show the name of the Urban Area in column 1, its Census Designation in column 2, and its Census Population in Column 3. In most cases, the service territory will include all of the Urban Area, and the same population that is shown in column 3 will be entered in column 4. If the applicant does not serve the entire Census Urban Area, provide a demonstration of the portion that is in the service territory and enter that population in column 4. Enter the entire Census Rural population in the service territory on one line. *Rurality* Points are based on the size of the Census Urban Area or the Census Rural Designation as entered in column 3, regardless of whether the applicant serves it in whole or in part. In other words, if the Urban Area is an Urban Cluster of 15,675, it will be scored as 15 points. If it is an Urban Cluster of 4,324 or if it is a Census Rural Area, it is scored as 45 points. On each line, multiply the population shown in column 4 by the points shown in column 5 to obtain the product, which is entered in column 6. Divide the total of column six by the total of column 4 to obtain the *Rurality Score*. Document the Urban Area populations with Census printouts in the manner described above under fixed sites and as demonstrated in the example that follows. Before reviewing the example of a non-fixed site project, you may find it useful to review the use of the Census tool as described above under “*Rurality Score for Projects in which all End-user Sites are Fixed.*”

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Example of a *Rurality Score* for a Non-Fixed Site Project:

Imagine that a visiting nurse association serves Centre County Pennsylvania. As shown below, Centre County contains 3 Census Urban Areas: State College Urbanized Area and the Bellefonte and Philipsburg Urban Clusters. The Philipsburg cluster straddles the border with another County. The balance of the County is Census Rural. For purposes of illustration, we will assume that this organization's defined service territory includes only Centre County residents.

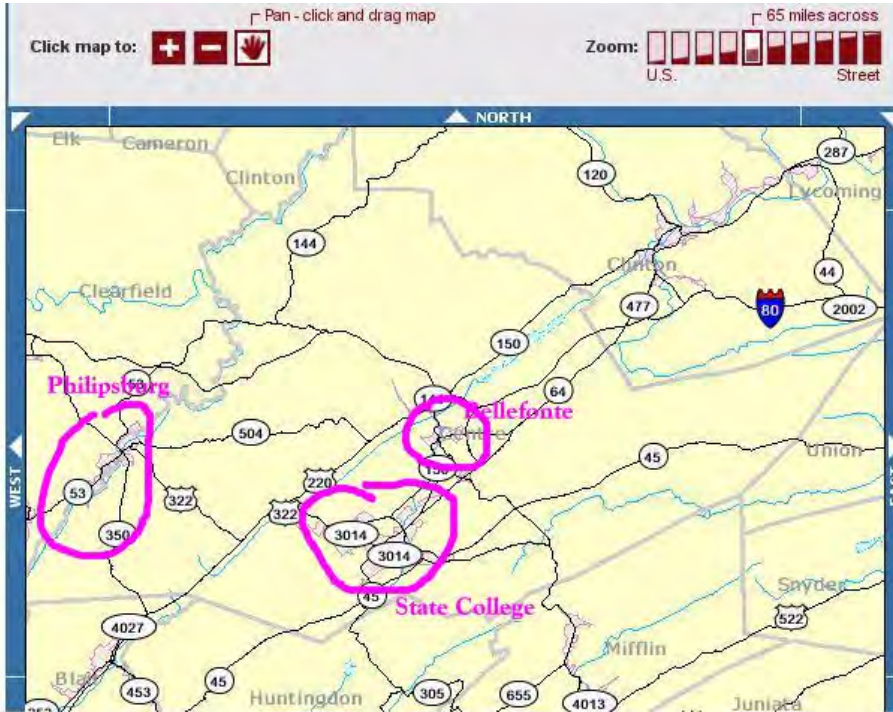


Image 12

A screenshot of the U.S. Census Bureau Fact Finder website. The browser address bar shows 'http://factfinder.census.gov/home/saff/main.html?_lang=en'. The page features a navigation menu with 'Main', 'Search', 'Feedback', 'FAQs', 'Glossary', and 'Site Map'. A sidebar on the left lists categories: 'POPULATION FINDER', 'FACT SHEET', 'PEOPLE', 'HOUSING', 'BUSINESS AND GOVERNMENT', 'ABOUT THE DATA', 'DATA SETS', and 'DOWNLOAD CENTER'. The 'DATA SETS' category is highlighted with a pink circle, and the 'Decennial Census' option is also circled. The main content area includes a 'Fast Access to Information' section with a search box for 'city/town, county, or zip' and a 'state' dropdown menu. Below this is a 'Getting Detailed Data' section with a 'Decennial Census' link circled in pink. The page also features a 'Your source for population, housing, economic' tagline and a 'GO' button.

Image 13

Start by going to the main Fact Finder website as shown above and click on the dropdown menu "Decennial Census" under "Data Sets." On the next screen, choose "Detailed Tables." Choose

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“County” and “Pennsylvania” from the drop down menus as shown below. Wait for the website to populate the list of counties. Choose “Centre” and then “add” and finally “show results.”

Image 14

The next screen will look like image 10. Choose P1 and P2, “add,” then “show results.” The next screen shows the population of Centre County (135,758), the population in Urbanized Areas (71,301), the population in Urban Clusters (16,021), and the population in Census Rural Areas (48,436).

[P1. TOTAL POPULATION \[1\] - Universe: Total population](#)
Data Set: [Census 2000 Summary File 1 \(SF 1\) 100-Percent Data](#)

NOTE: For information on confidentiality protection, nonsampling error, definition <http://factfinder.census.gov/home/en/data/notes/expsf1u.htm>.

Centre County, Pennsylvania	
Total	135,758

U.S. Census Bureau
Census 2000

Census [count corrections](#) for American Indian and Alaska Native Areas (AIAN) census tracts, and blocks may have been released as a result of an external [Program](#).

[P2. URBAN AND RURAL \[6\] - Universe: Total population](#)
Data Set: [Census 2000 Summary File 1 \(SF 1\) 100-Percent Data](#)

NOTE: For information on confidentiality protection, nonsampling error, definition <http://factfinder.census.gov/home/en/data/notes/expsf1u.htm>.

Centre County, Pennsylvania	
Total	135,758
Urban:	87,322
Inside urbanized areas	71,301
Inside urban clusters	16,021
Rural	48,436
Filler	0

U.S. Census Bureau
Census 2000

Image 15

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With knowledge of its service territory, the applicant can guess that State College is the Urbanized Area, and that Bellefonte and Philipsburg are the Urban Clusters. If you refer to image 11 from the previous section on Fixed Sites, you will see that State College Urbanized Area’s population of 71,301 accounts for the entire “Inside Urbanized Areas” population in Centre County. To find the size of Bellefonte and Philipsburg, return to the screen shown in Image 14, select “Urban Areas,” wait for the website to populate the list, choose “Bellefonte Urban Cluster,” “add,” “Philipsburg Urban Cluster,” “add,” then “show results.”

P1. TOTAL POPULATION [1] - Universe: Total population
Data Set: [Census 2000 Summary File 1 \(SF 1\) 100-Percent Data](#)

NOTE: For information on confidentiality protection, nonsampling error, definitions, and count corrections, see <http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>.

	Bellefonte, PA Urban Cluster	Philipsburg, PA Urban Cluster
Total	11,241	8,737

U.S. Census Bureau
Census 2000

Census [count corrections](#) for American Indian and Alaska Native Areas (AIANAs), states, counties, census tracts, and blocks may have been released as a result of an external challenge through the [Program](#).

P2. URBAN AND RURAL [6] - Universe: Total population
Data Set: [Census 2000 Summary File 1 \(SF 1\) 100-Percent Data](#)

NOTE: For information on confidentiality protection, nonsampling error, definitions, and count corrections, see <http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>.

	Bellefonte, PA Urban Cluster	Philipsburg, PA Urban Cluster
Total	11,241	8,737
Urban:	11,241	8,737
Inside urbanized areas	0	0
Inside urban clusters	11,241	8,737
Rural	0	0
Filler	0	0

U.S. Census Bureau
Census 2000

Image 16

The sum of these two (19,978) exceeds the County Urban Cluster Population (16,021) shown in image 15 by 3,957. By looking at the maps for Bellefonte and Philipsburg, and recentering throughout the county, it can be determined that that Bellefonte Urban Cluster is entirely within Centre County, whereas Philipsburg Urban Cluster is partly in Clearfield County. It can also be determined that there are no other urban clusters in Centre County. Therefore, the portion of the Phillipsburg Urban Cluster Population within Centre County is 8,737 less 3,957 or 4,780.

The applicant would complete the *Rurality Worksheet* as shown below. In this case, the hypothetical project’s score would be 18.35. This project would not be eligible for DLT funding, because the minimum required *Rurality* score is 20 points. If the score were eligible, the applicant would attach the appropriate Census Data Sheets like the ones above as documentation behind a copy of the *Rurality Worksheet – Non-Fixed Sites*, which would look as follows:

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	1. Service Territory Population Centers (List each Urbanized Area & Urban Cluster on a separate line. Show Census Rural Area(s) separately.)	2. Census Designation	3. Census Population	4. Population in Service Territory	5. Rurality Points	6. Product (4 X 5 = 6)
1	State College	Urbanized Area	71,031	71,031	Zero	Zero
2	Bellefonte	Urban Cluster	11,241	11,241	15	168,615
3	Phillipsburg	Urban Cluster	8,737	4780	30	143,400
4	Centre County Rural	Census Rural	48,436	48,436	45	2,179,620
5						
Sum Rows 1-5 of columns 4 & 6 ► (include any additional rows from continuation sheets)				135,758		2,491,635
Applicant's Estimated Rurality Score (Sum of Column 6 ÷ Sum of Column 4)			18.35		Rurality Score (For Agency Use)	

Autonomous Service Territories – We operate under the assumption that a non-fixed site project will operate over the entire area served by the applicant/organization. In other words, that any grant or match funded equipment will be used throughout the entire service territory based on medical need, not the location of the person to whom the service is provided. As such, the entire population of the service territory must be used in determining the *Rurality* score because the entire population benefits from the grant and/or match.

However, we are aware that in some cases a service provider will have multiple, discrete service territories that are essentially stand-alone operations. For example, a visiting nurse association may serve three counties, but operate as three discrete and autonomous units, each providing their service out of a separate physical facility in one of the three counties and providing service only in that county. Such an organizational arrangement can be referred to as a regional division.

In cases such, where an applicant serves more than one service territory, and those territories are well defined, already in existence, and operating autonomously out of a separate physical facility as a regional division, we can have reasonable confidence that if a grant is awarded to such a regional division, its benefit will flow only to the residents within that regional division. As a consequence, we will entertain an application specific to one (or more) regional division(s) of the operation and consider scoring the application on the specific regional division(s).

The burden of proof will be on the applicant to demonstrate that the equipment and personnel will work out of an existing physical location separate from other territories served by the organization and that the division provides service only within that defined territory. Future service territory divisions, pledges to reorganize by territory, organizational service territories on paper, and other types of arrangements, that are not distinct and physically autonomous regional divisions will not be considered. To be considered as stand-alone, the regional division must be existing and genuine. Otherwise, the applicant must base its scores on the population of the entire service area.

Supplemental Guidance for Non-Fixed Site Projects:

Complicated Service Territory - Some projects entire service territory may be in an exceptionally rural area (5,000 or less). If the Pine County visiting nurse association serves all of Pine County, and the Census website shows no Urban Cluster in the entire County, or no Urban Cluster larger than 5,000, the *Rurality Worksheet* and supporting data are easily prepared.

On the other hand, a service territory may not be tied to easily identifiable borders like a county. In such cases, the Census website provides additional levels of detail which should allow evaluation of even the most complicated service territory by allowing the applicant to align its service boundary with these smaller population units. The Census provides population information at the County, sub-County and Subbarrio level. It also provides data and maps at the Census Tract, Census Block Group, and Census Block level. You can obtain these other categories by altering what was done in images 5 - 7, above. After repositioning on the zip code for State College and choosing “Change Boundaries and features,” we turn off some things as before but leave Census Tract, Block Group, and Urban Area. When the map is updated, the Census Tracts and Block Groups are outlined and numbered. If even finer detail is needed, Census Blocks can be mapped.

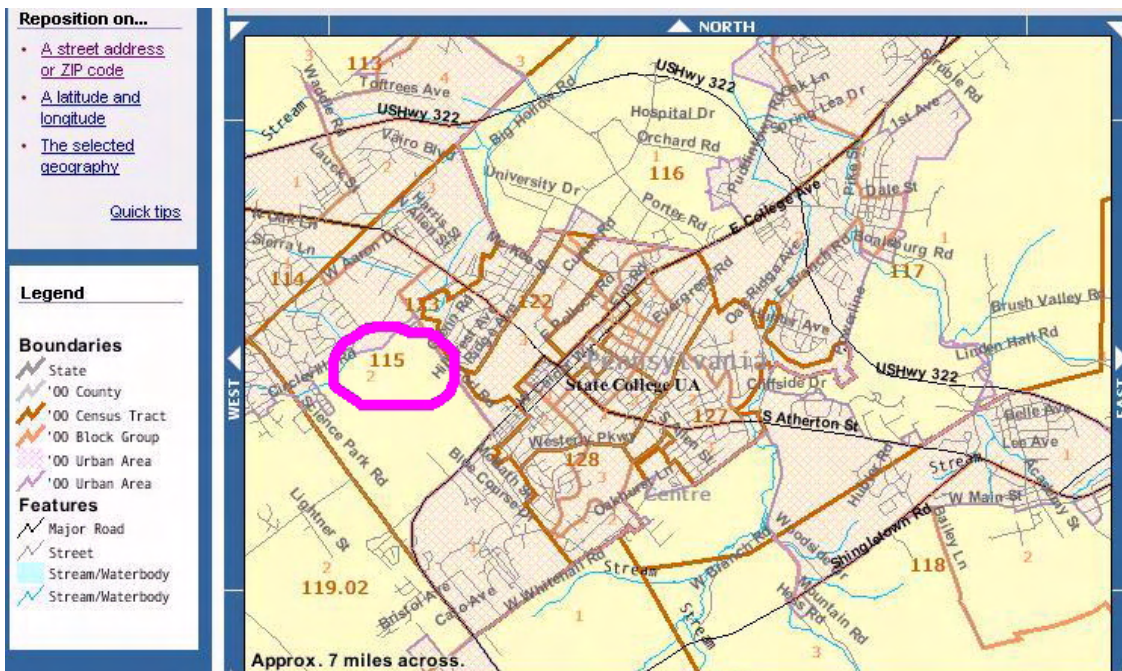


Image 17

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To obtain the population of Census Tract 115, Block Group 2 (circled on the map above), return to “Detailed Tables” as shown in Image 14, enter the details as shown below, then select “Add” and “Show Results” as in previous examples to obtain the population of that individual Block Group:

[Show all geography types](#) | [Explain Census Geography](#)
 Select a [geographic type](#)
 Block Group
 Select a state
 Pennsylvania
 Select a county
 Centre County
 Select a census tract
 Census Tract 115
 Select one or more geographic areas and click 'Add'
 All Block Groups
 Block Group 1
 Block Group 2
 Block Group 3
 Map It
 Add

Current geography selections:
 ===== Block Group =====
 Block Group 2, Census Tract 115, Centre County, Pennsylvania

Image 18

<http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>

Block Group 2, Census Tract 115, Centre County, Pennsylvania	
Total	4,072

U.S. Census Bureau
Census 2000

Census [count corrections](#) for American Indian and Alaska Native Areas (AIANAs), states, counties, places, county subdivisions, census tracts, and blocks may have been released as a result of an external challenge through the [Count Question Resolution Program](#).

P2. URBAN AND RURAL [6] - Universe: Total population
Data Set: [Census 2000 Summary File 1 \(SF 1\) 100-Percent Data](#)

NOTE: For information on confidentiality protection, nonsampling error, definitions, and count corrections see <http://factfinder.census.gov/home/en/datanotes/expsf1u.htm>.

Block Group 2, Census Tract 115, Centre County, Pennsylvania	
Total:	4,072
Urban:	3,854
Inside urbanized areas	3,854
Inside urban clusters	0
Rural	218
Filler	0

U.S. Census Bureau
Census 2000

Image 19

F. Certifications

The *Toolkit* contains certification forms to demonstrate compliance with other Federal statutes and regulations.

- Equal Opportunity
- Architectural barriers
- Flood hazard area precautions
- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- Drug-free workplace
- Debarment and suspension rules
- Lobbying for contracts, grants, etc.
- Non-duplication of services
- Environmental impact

Section IV - Putting it all Together

Assemble and tab your grant application in the following order, which is the same order as described under Section III - *The Complete Application*.. The *Toolkit* provides forms, worksheets, sample certifications, and Web resources to help you find information and present it in your application.

TAB	ITEM
A	SF-424 – Application for Federal Assistance w/attach. (Site Worksheet & Optional Survey)
B	Legal Eligibility
C	Executive Summary
D.	Project Information
D-1	Telecommunications System Plan and Scope of Work
D-2	Budget
D-3	Financial Information and Sustainability
D-4	Statement of Experience
E.	Rurality Worksheet and Supporting Documentation
F.	Certifications