



HIT Operational Plan Update

April 27, 2021

Agenda

- Introductions
- WA Legislative Update, Broadband
 - Yvonne Wilcox, Management Analyst, State Broadband Office
- Emergency Broadband Benefit Program
 - Jennie Harvell
- Broadband Funding DTL Programs
 - Cheryl Henshaw, President and Owner, Learn Design Apply
 - Andrew Henshaw, Director of Business Development and Operations, Learn Design Apply

Legislative Update-Broadband

Yvonne Wilcox

Management Analyst

Local Government Division – State Broadband Office

Washington State Department of Commerce

yvonne.wilcox@commerce.wa.gov

The Emergency Broadband Benefit Program

FCC Emergency Broadband Benefit (EBB) Program

▶ FCC website (one-stop shop for help) is live now (undergoing additional development):

▶ www.GetEmergencyBroadband.org

April 27, 2021

The Emergency Broadband Benefit Program

- ▶ The Federal Government made available \$3.2B for a new Emergency Broadband Benefit (EBB) Program to help Americans afford and use internet service during the pandemic.
- ▶ Funds available on a first come, first serve basis to Medicaid beneficiaries (and other qualifying persons) for the duration of the Public Health Emergency (e.g., see next slide);
- ▶ The EBB program provides to eligible persons:
 - ▶ Up to a \$50/month discount for broadband services for qualifying households;
 - ▶ Up to a \$75/month discount for broadband services for households on Tribal lands; and
 - ▶ A one-time discount of up to \$100 for a laptop, desktop computer, or tablet purchased through a participating internet servicing provider (ISP)

The Emergency Broadband Benefit Program

- ▶ A household is eligible if at least one member of the household:
 - ▶ Is a categorically eligible person (e.g., Qualifies for the Lifeline program, Medicaid beneficiary, recipient of SNAP benefits; receives benefits under the free and reduced-price school lunch program or the school breakfast program in the 2019- 2020 school year);
 - ▶ Is a person who experienced a substantial loss of income since February 29, 2020, and the household had a total income in 2020 below \$99,000 for single filers and \$198,000 for joint filers;
 - ▶ Received a Federal Pell Grant in the current award year; **OR**
 - ▶ Meets the eligibility criteria for a participating internet service provider's existing low-income or COVID-19 program.

The Emergency Broadband Benefit Program

- ▶ The EBB Program is managed by the Federal Communications Commission (FCC) and administered by the Universal Service Administrative Co. (USAC)
- ▶ The FCC expects the EBB Program to be open to soon to eligible households. The start date is projected to be ~mid-May.
- ▶ For updates check the:
 - ▶ FCC's website: www.fcc.gov/broadbandbenefit
 - ▶ WA Department of Commerce (DOC)/Office of broadband website: www.broadband.wa.gov

The Emergency Broadband Benefit Program

- ▶ Outreach regarding the EBB Program is headed-up by the Department of Commerce/ Statewide Broadband Office.
 - ▶ Emily Grossman (DOC) is partnering with the Broadband Office to get the word out about the EBB.
 - ▶ DOC, HCA, and the Health Benefits Exchange (HBE) are collaborating to spread the word about the EBB Program.
- ▶ Reach out to Emily with any questions concerning implementation of the EBB Program. Her contact information is on the last slide.

The Emergency Broadband Benefit

Program overview and how to get people
connected

Emily Grossman

POLICY ADVISOR, COMMUNITY SERVICES AND HOUSING DIVISION

3/25/2021



Washington State
Department of
Commerce

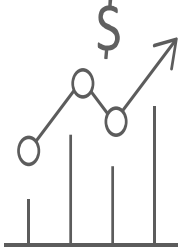
We strengthen communities



**HOUSING
HOMELESSNESS**



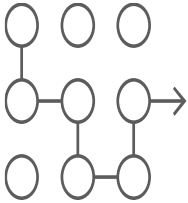
INFRASTRUCTURE



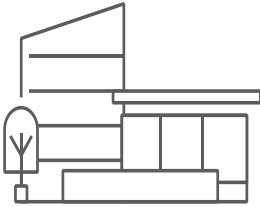
**BUSINESS
ASSISTANCE**



ENERGY



PLANNING



COMMUNITY FACILITIES



**CRIME VICTIMS &
PUBLIC SAFETY**



**COMMUNITY
SERVICES**

What is the Emergency Broadband Benefit (EBB)?

The EBB was designed to lower the cost of high-speed internet service for those struggling to get the connectivity they need during the ongoing pandemic. It's a challenge that is all too real for many families.



December 2020: Covid Relief Bill

The Emergency Broadband Benefit

3.2 Billion for the EBB in two primary components



Internet Service Credit	Computing Device Credit
Up to \$50 (per month) per household	Up to \$100 (one time) per household

Internet Service Credit

\$50-\$75 monthly per household

Eligibility	Registration
<ul style="list-style-type: none">• Lifeline or other discount eligible household• Free/Reduced lunch• Pell Grant• Unemployed for six months	<ul style="list-style-type: none">• TBD

Credits Distributed	Program Termination
<ul style="list-style-type: none">• Enrolled EBB customers receive monthly credit on their internet bill	<ul style="list-style-type: none">• Program ends when funds are depleted.• Customer stops receiving credit

Customers can participate even if they have unpaid bills or bad credit, and/or are current Lifeline customers

Device Credit:

One Low Cost Device per Household

- ISP's can voluntarily offer a refurbished device to eligible EBB customers
- Customers pay between \$10-\$50 for the device
- ISP's receive \$100 credit from FCC
- Customer must contribute \$10 to \$50 to the cost of the device

Customer Identification Requirement

Customer approval criteria will allow applicants to confirm identification with a variety of documents

- government-issued ID;
- Passport;
- driver's license,
- Individual Taxpayer Identification Number documentation

The Emergency Broadband Benefit is temporary

- By law, the Emergency Broadband Benefit Program will end six months after the end of the COVID-19 emergency period *or* when the amount in the Emergency Broadband Connectivity Fund is exhausted—whichever comes first.
- Consumer applications will include a certification for the household to affirm that they understand the following:
 - the EBB Program is a temporary federal government subsidy that reduces the customer's broadband Internet access service bill
 - at the conclusion of the program, the household will be subject to the provider's undiscounted general rates, terms, and conditions if the household continues to subscribe to the service.

How will consumers apply?

Here is what we expect the FCC and USAC to do:

- Customers will be able to apply through their ISP, or directly with the USAC, the agency that administers the Lifeline program.
- USAC will make available an EBB program consumer portal and application form leveraging the existing National Lifeline Verifier infrastructure.
- USAC will verify customer eligibility through database matching agreements or manual documentation review, TBD

How will consumers apply?

Here is what we expect the FCC and USAC to do:

- USAC will establish approval criteria for acceptable identity documentation including a government-issued ID, passport, driver's license, or Individual Taxpayer Identification Number (ITIN).
- If feasible within the overall timeframe of the Emergency Broadband Benefit Program, USAC will make available a service provider portal or eligibility check application programming interface (API) so that providers can help consumers with the application process.
 - <https://www.fcc.gov/document/fcc-emergency-broadband-benefit-program-fact-sheet>

Stay Tuned!



[Get Connected - Universal Service Administrative Company \(lifelinesupport.org\)](https://lifelinesupport.org)

[Washington Statewide Broadband Act - Washington State Department of Commerce](#)

[Emergency Broadband Benefit | Federal Communications Commission \(fcc.gov\)](https://fcc.gov)



www.commerce.wa.gov



Thank you!

Emily Grossman

POLICY ADVISOR, COMMUNITY SERVICES AND
HOUSING DIVISION

emily.grossman@commerce.wa.gov

206-256-6125

Broadband Funding

Cheryl Henshaw

President

Learn Design Apply, Inc.

cheryl.henshaw@learndesignapply.com

Andrew Henshaw

Director of Business Development and
Operations

Learn Design Apply, Inc.

andrew.henshaw@learndesignapply.com



Broadband Funding

Community Funding as a Precursor to Telehealth and Virtual Education

USDA Community Connect

- ~\$40-\$60 million in total funding for 2021 – expected application December
- Maximum Award of \$3 million
- 15% match requirement (~\$500,000)

USDA ReConnect

- ~\$1B in total funding available for 2021 – expected application June/July
- Maximum grant award of \$25 million
- 25% match requirement (\$6.25 million)

NTIA Tribal Broadband

- \$1B in total funding available for 2021 – expected application June/July
- Specifically for projects on Tribal Lands
- Latest guidance is 0%
- Eligible for broadband infrastructure, distance learning and telehealth

NTIA General Fund

- \$300m in total funding available for 2021 – expected application June/July
- General access fun for broadband infrastructure
- Large possibility for middle mile infrastructure that can connect new communities!



HC Funding

Broadband Initiatives

FCC Covid-19 Telehealth Funding

USDA RUS Distance Learning & Telemedicine Grant

FCC Covid-19 Telehealth

- \$200M Total Funding with Awards of up to \$1M
- 7 Day Application Window
- April 29-May 6
- FCC will prioritize projects that serve underserved areas and have high rates of COVID
- New Evaluation Criteria in this round

Applicant Eligibility

- (1) post-secondary educational institutions offering health care instruction, teaching hospitals, and medical schools;
- (2) community health centers or health centers providing health care to migrants;
- (3) local health departments or agencies;
- (4) community mental health centers;
- (5) not-for-profit hospitals;
- (6) rural health clinics;
- (7) skilled nursing facilities; or
- (8) consortia of health care providers consisting of one or more entities falling into the first seven categories.



Round 2 Evaluation Metrics

Covid Hot Spot



Factor	Information Required	Points
Hardest Hit Area	Applicants must provide health care provider county	Up to 15
Low-Income Area	Applicants must provide health care provider physical address and county	Up to 15
Round 1 Unfunded Applicant	Applicants must provide unique application number from Round 1 ¹²⁷	15
Tribal Community	Applicants must provide physical address and/or provide supporting documentation to verify Indian Health Service or Tribal affiliation	15
Critical Access Hospital	Applicants must provide proof of Critical Access Hospital certification	10
Federally Qualified Health Center / Federally Qualified Health Center Look-Alike / Disproportionate Share Hospital	Applicants must (1) provide proof of Federally Qualified Health Center certification, or (2) demonstrate qualification as a Federally Qualified Health Center Look-Alike, or (3) demonstrate qualification as a Disproportionate Share Hospital	10
Healthcare Provider Shortage Area	Applicants must provide Healthcare Provider Shortage Area ID number or health care provider county	Up to 10
Round 2 New Applicant	Applicants must certify, under penalty of perjury, that the applicant has not previously applied for Program funding	5
Rural County	Applicants must provide health care provider county	5

Learn Design Apply
has created a
Round 2 Calculator
to help determine your
score and if your project is
likely to be competitive.

Map of Hotspot Designated Counties

Benton County, WA
Clark County, WA
Cowlitz County, WA
Franklin County, WA
Grant County, WA
King County, WA
Kitsap County, WA
Kittitas County, WA
Pierce County, WA
Skagit County, WA
Snohomish County, WA
Spokane County, WA
Stevens County, WA
Whitman County, WA
Yakima County, WA



Suggested Next Steps...

- If you don't have one, register for an FRN asap!
- File a Form 460 to establish eligibility
- Make sure your SAM registration is Active and won't expire soon
- **Build your project (sites) and calculate your score (are you competitive?)**
- Determine your technology needs – ask for a vendor quote
- Build a Budget in Excel (we have a sample upon request)
- Create a Budget Justification (not required round 1 but it helps)
- If you applied but weren't funded in Round 1, **revise** (extra eyes help!)
- Gather other data and begin thinking through your narrative ... cite problems, quantify, align with budget... how will you address the problems, estimate patients served, #s of patient encounters, describe the types of underserved populations and types of care required



Eligible Use of Funds

Round 2, applicants may receive Program funding to support up to 12 months of eligible recurring services as well as eligible annual license agreements (only one-year term will be funded).

Definitions:

- Eligible devices include only connected devices - not devices that patients use at their homes that do not have a connection to the internet, even if those devices allow the patient to manually report information to their medical professionals remotely.
- Connected devices may include Bluetooth or Wi-Fi enabled devices, those that connect via usb or other wired connection, or those that connect to the Internet directly, including devices/peripherals (e.g., web cameras, stethoscopes) that connect to a consumer's phone or other connected device for purposes of providing telehealth services.
- Network equipment - needed to use telecommunications services, information services, or connected devices are also eligible.
- Taxes, shipping, and installation or integration of eligible devices and services, are also eligible.



Examples of eligible services and connected devices include:

- **Telecommunications Services and Broadband Connectivity Services**: Voice services Internet connectivity services for health care providers or their patients. These expenses are eligible for up to 12 months of funding.
- **Information Services**: Remote patient monitoring platforms and services; patient reported outcome platforms; store and forward services, such as asynchronous transfer of patient images and data for interpretation by a physician; platforms and services to provide synchronous video consultation. These expenses are eligible for up to 12 months of funding.
- **Connected Devices**: Tablets, smart phones, or connected devices to provide telehealth services (e.g., broadband, Wi-Fi, or Bluetooth enabled blood pressure monitors; pulse-oximeters) for patient or health care provider use; interactive video endpoints to include telemedicine kiosks/carts for health care provider site.

*General office scanners and printers are **NOT** considered connected devices for purposes of this Program.*

Ineligible Costs

- **personnel costs**
- **marketing costs**
- **administrative expenses**
- **training costs**
- **indirect costs**
- **Maintenance or extended warranties**



Questions?



What's it All About?

The DLT Grant provides funding for interactive “real time” distance learning or telehealth projects that provide rural residents with access to content and/or services, helping to bridge the digital divide.



The DLT Basics



- CFDA: **10.855**
- Due Date: June 4, 2021
- How Much: \$44.5M (minimum)
- Matching Funds: 15% of the Federal Request (*about 13% of total project costs*)
- Award Size: \$50k - \$1M
- Submission – **Grants.gov**
- **Active SAM Registration is Required!**



Eligible Uses of DLT Funding

- **Interactive video hardware** that allows for real time two-way interactions
 - Room systems – CME, Tumor Boards, Staff Training, Group Therapy, Public Ed
 - Telehealth carts, personal video devices for home health or providers
- **Video Platform Licensing** - up to 3 years (pre-paid); Zoom, Teams, Pexip, Webex, e
- **Peripherals** – attached via USB, Bluetooth or wireless (patient telemetry, scopes) , AV equip.: doc cam, electronic microscope, projectors, displays, audio systems, even simulators!)
- **Devices** – laptops, tablets, etc. **ONLY** when used predominantly for interactive distance learning or telemedicine
- **Network Equipment** – route/switch, internal wiring, video firewall, etc. >50% DLT
- **Software / Content** – pre-paid, cap ex “net new” purchases related to project
- **Services** – up to 3 yrs annual maintenance, extended warranties, Help Desk, installation
- **Training & other Services** – engineering studies, network assessments, and training are eligible but limited to 10% of the total federal request



Ineligible Uses of DLT Funding

- Salaries, Contracted Services or Stipends
- Indirect Costs
- Anything meant for “administrative” use
- Video meant to connect people at the same location
- Furniture
- Supplies
- Travel
- Personal devices not digitally connected or w/out live functionality (no store and forward)
- Recurring Costs (broadband/internet fees, facility costs, etc.)



This is a “Capital Expenditure” Grant meant to provide the cash necessary to get a DL or Telemed project up and running (or refreshed). It does not pay for any recurring costs.

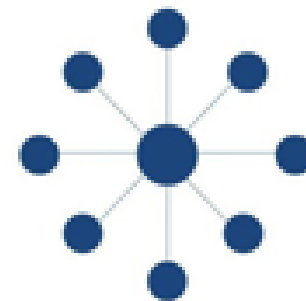
Types of Projects

***Limited only
by your
imagination***



- Provider to Schools (school based health)
- Tribal Health – primary, secondary, incorporation of traditional native medicine
- Hospital to clinics (or other hospitals) to share specialty care, CME, etc.
- Public health Agencies connecting together (health services & edu)
- Mental Health & Substance Abuse Professionals to underserved areas
- Skilled Nursing Facilities – Remote Patient Monitoring / Care/ Guidance/ CME
- Tele-ER – remote triage / support
- Nursing, Allied Health, Residency Programs (connect students for oversight/support)
- Wellness & Prevention Programs delivered to underserved areas (YMCA, Community Centers, etc.)
- Covid testing, care, monitoring, vaccine admin. Training, oversight, etc.
- For Profit HC – sleep disorder clinics, dental clinics, holistic medical clinics, etc.

Project Design



- Before you can begin constructing your project, you need to first articulate what your project is about!
 - Is it Distance Learning, Telemedicine or a combination of both?
 - What problems are you trying to solve through the use of these technologies?
 - Who is your target audience?
- Think on a broader scale!
 - Expand your thinking beyond your initial “focus” issue (ex: need to provide greater access to Primary Care)
- Identify potential project partners/participants that will benefit from the educational or health content or services you propose to delivery and/or receive

Design Examples



- 1. Hub(s) & Spoke(spokes)** -- Content or service provider connecting to end user sites who will receive the content or services
 - Medical Center with Specialists to smaller hospitals or clinics without local specialists
- 2. Hub-End User to Hub-End User** – Sites that will provide experts to share content or services connecting to remote sites who will receive the content and services, and deliver back *different* content and services.
 - Rural hospital to Rural Mental Health & Substance Abuse clinic. Hospital connects to MHSA clinic for services not available locally. Clinic connects to hospital for Continuing Medical Education and training.

Design Examples, cont...



3. Non-Fixed – Occasionally, you have a hub site that wants to provide services or content to anyplace in a given geography. In this instance, your Objective Scoring is determined by the single HUB site. **Example:**
 - Visiting Nurse Services – a Home Health Org would like to send a visiting nurse to anyone within their service area (ex: 2 county area). The Home Health Org is the HUB and their physical location would be used to define rurality and poverty scores.
4. Hybrid – Sometimes a project will have both a fixed and non-fixed component. In those cases you score the non-fixed portion first, and then include it as a line item to be averaged in with your fixed site calculations. **Example:**
 - School District wants to put video endpoints in all rural schools to share instruction, but they also want to deliver home school courses to any students within the geography they cover.
 - CHC wants to connect to hospital for fixed site telemed, but also wants to connect on demand to any site that their EMS team visits within their coverage area.

Rurality Scoring

- Find rurality and score for ALL sites
- Only average in the scores for End User or Hub-End User sites
- Don't forget... sites that are outside the boundaries of place automatically receive the maximum rurality points!

Scoring Table	
Rurality	Points
0-5000	40
5001-10,000	30
10,001-20,000	20
over 20,000	0



Economic Need (SAIPE)

https://www.census.gov/data-tools/demo/saipe/#/?map_geoSelector=aa_c

United States[™]
Census
Bureau

TOPICS
Population, Economy

GEOGRAPHY
Maps, Products

LIBRARY
Infographics, Publications

DATA
Tools, Developers

SURVEYS
Responses

Small Area Income and Poverty Estimates (SAIPE) See a summary of a

Poverty Rates or Income:

- All Ages (state/county)
- Under Age 18 (state/county)
- Ages 5 to 17 in Families (state/county)
- Ages 5 to 17 in Families (school district)
- Under Age 5 (state)
- Median Household Income (state/county)

Filter By:

- States: -All-
- Counties: -All-
- School Districts: -All-

2017 County

Year	ID	Name	Poverty Universe	Number in Poverty
2017	00000	United States	317,741,588	42,583

- I've provided the WA State SAIPE Scores for 2019 as a hand-out

Special Consideration



- 10 Points for SUD/Opioid
- 20 Points for Tribal – must include a Tribal Resolution
- Projects should have a “predominant” focus on these areas (>50%)
- Very broad definitions of Opioid and SUD

1. SUD/Opioid Treatment
2. SUD/Opioid Therapy
3. SUD/Opioid Training (first responders, etc.)
4. SUD/Opioid Education (general public, students, etc.)

Organization & Workflow





Major Grant Components

Objective Scoring	Subjective Scoring	Required but not Scored	Required but not Scored
Rurality – up to 40 pts	Needs & Benefits – up to 30 pts	Executive Summary	Official Grant Budget & Match letter/worksheet
Economic Need – up to 30 pts		Financial Info & Sustainability	Certs / Assurances
Special Consideration – 10 or 20 pts.		Statement of Experience	Proof of Legal Existence / Eligibility
		Technology System Plan	State Rural Development Letter

Resist the Urge to Work A-Z

*The order in which
you package your
grant is NOT the
order in which you
want to develop
your project!*



A	424
B	Site Worksheet
C	Executive Summary
D1	Rurality
D2	Economic Need
D3	Special Consideration
D4	Needs & Benefits
E	Matching Funds
F	Scope of Work & Budget Worksheet
G	Financial Information & Sustainability
H	Statement of Experience
I	Telecommunications System Plan
J	Compliance
K	Legal Authority & Existence
L	Environmental Impact
M	Consultation with State Director

Let's Switch Things Up!



Get paperwork requirements out of the way

- L. Contact with State Director
- I. Compliance (Certs & Assurances)
- K. Environmental Impact & Historical Preservation
- J. Legal Existence & Authority to Contract

Worksheets

- C1 Rurality Worksheet
- C2 Economic Need Worksheet
- C3 Special Consideration

Subjective Scoring Section

- C4. Needs & Benefits

Technology Considerations

- E. Scope of Work & Budget
- D. Matching Funds Worksheet / Letter
- H. Telecommunications Plan

Unscored *but required* Narrative Sections

- F. Financial Information & Sustainability
- G. Statement of Experience
- B. Executive Summary

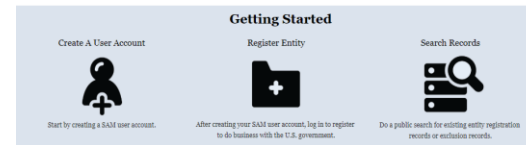
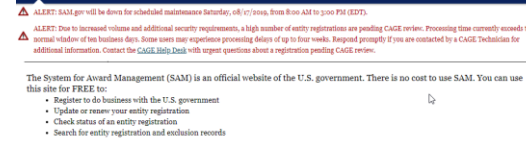
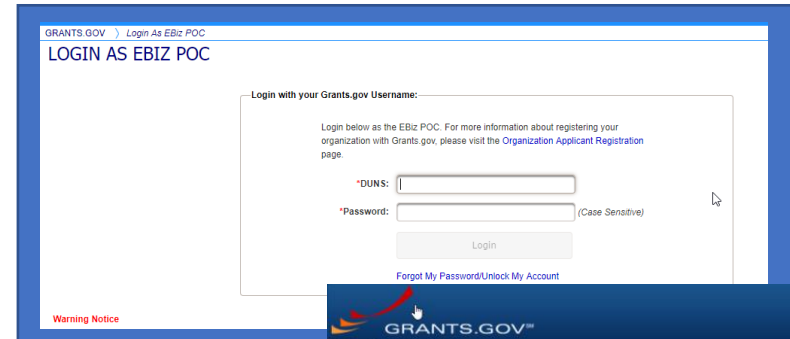
Where to Start

1. SAM Registration

- Do you have a SAM registration?
- Is it active?
- Is the POC still employed at your Organization?

2. Grants.gov

- Are you registered and account associated with SAM?
- Is your AOR authorized for submission in eBiz?
- Create a workspace



L. Consulting the State Director

<https://www.rd.usda.gov/contact-us/state-offices>

- Your State Office of Rural Development will require what they refer to as an “Executive Summary”
- The Executive Summary is actually the **last** grant section you should work on... but don’t wait until the last minute to contact Rural Dev!
 - Write a 1-2 paragraph summary of your project
 - Provide the list of hub and end user sites and their locations
 - Estimate the amount of grant funding and matching funds
 - Locate the Office of Rural Dev. Contact and then call or email to confirm if this is the correct contact info (**frequently it is NOT**)
 - Submit your summary (titled “Executive Summary”) and request a letter in return... and follow up to make sure they are working on your request



Sections J & L

Impact

Compliance & Environmental/Historic

Section I – Compliance: it's been simplified!

- No need to submit signed Certs this year
- A Checklist will indicate you agreed with the Certs/Assurances (*must be checked and signed*)!
- **You MUST have checked your Financial Certs within SAM!** *Your grant will not be read unless you have taken this step.*

Section K – Environmental Impact & Historical Preservation

- In most cases, this form requires you to answer a simple survey and then add a statement that there will be no environmental impact
- The exceptions... if you are working on a last mile project or renovating a historic building

K. Existence of Legal Authority & Existence

- Provide a copy of Evidence of Good Standing from State Agency (Corporations or LLCs); for entities that under law, a copy of the statute or regulation that shows they legally exist ; or....
- Legal Opinion Letter is the easiest way to address this requirement
- SAM registration – go to www.SAM.gov and search by your DUNS. Take a screen shot of the information that includes your legal name, CAGE Code, address, and SAM Expiration Date
- Print (or screen shot) the page that shows your Financial Certs have been checked.



SAM.GOV

A NEW WAY TO SIGN IN - If you already have a SAM account, use your **SAM email** for login.gov. **Log In**

Login.gov FAQs

HOME SEARCH RECORDS DATA ACCESS CHECK STATUS ABOUT HELP

ALERT: Small business owners who seek to participate in the Restaurant Revitalization Fund (RRF) will not be required to have a DUNS Number, will not need to register in SAM.gov, and will not need a CAGE Code. SBA will share more information on the RRF soon. Visit [SBA](#) to stay informed.

ALERT: Each entity registration expiring between April 1 and September 30, 2021 will have an additional 180 days added to its expiration date. Read more about the extension on [Interact](#).

ALERT: SAM.gov will be down for scheduled maintenance Saturday, 05/15/2021 from 8:00 AM to 1:00 PM.

ALERT: Shuttered Venue Operators Grant (SVOG) Applicants - Applicants for relief under the SVOG program are required to register in SAM.gov. If you have submitted your SAM.gov registration, but the registration is not yet active, you can still apply for relief under the SVOG program. During the SVOG application process, you will have to attest that you have submitted your SAM.gov registration. To stay informed, please visit [SBA](#).

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

Getting Started

Create A User Account Register Entity **Search Records**

1. www.SAM.gov
2. Search Records
3. Enter your DUNS

Choose Quick Search or Advanced Search

QUICK SEARCH:

Enter your specific search term
(Example of search term includes the entity's name, etc.)

DUNS Number Search:

CAGE Code Search:

SEARCH

ADVANCED SEARCH:
Use specific criteria in multiple categories to structure your search.

ADVANCED SEARCH - ENTITY

ADVANCED SEARCH - EXCLUSION

DISASTER RESPONSE REGISTRY SEARCH

Entity **Learn Design Apply Inc.** Status: Active

DUNS: **081199605** CAGE Code: **8HEB2**

Has Active Exclusion?: No DoDAAC:

Expiration Date: **02/10/2022** Debt Subject to Offset?: No

Purpose of Registration: All Awards

[View Details](#)

Entity Dashboard

Learn Design Apply Inc. 4700 Crayton Ct
DUNS: 081199605 CAGE Code: 8HEB2 Naples, FL, 34103-3012, UNITED STATES
Status: Active
Expiration Date: 02/10/2022
Purpose of Registration: All Awards

- Entity Overview
- Entity Registration
 - Core Data
 - Assertions
 - Reps & Certs**
 - POCs

Review Representations & Certifications

Review FAR/DFARS Reps and Certs

Current Record [VIEW HISTORICAL RECORD](#)

Learn Design Apply Inc. 4700 Crayton Ct
DUNS: 081199605 CAGE Code: 8HEB2 Naples, FL, 34103-3012, UNITED STATES
Status: Active
Expiration Date: 02/10/2022
Purpose of Registration: All Awards

Review Representations & Certifications

Review FAR/DFARS Reps and Certs

Current Record [VIEW HISTORICAL RECORD](#)

3 [FAR Report](#) [Financial Assistance Certifications Report](#)

I have read each of the FAR and DFARS provisions presented on this page. By submitting this certification, I, CHERYL HENSHAW, am attesting to the accuracy of the representations and certifications contained herein, including the entire NAICS table. I understand that I may be subject to criminal prosecution under Section 1001, Title 18 of the United States Code or civil liability under the False Claims Act if I misrepresent Learn Design Apply Inc. in any of these representations or certifications to the Government.

READ ONLY PROVISIONS - The following FAR and DFARS provisions are provided for you to read. They do not require completion of any data. Select the provision number to expand and review the full text. When certifying to the information on this page, you are also certifying that you have read each one of these provisions.

[FAR 52.209-11](#): Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions

[FAR 29.202-18](#): Prohibition on Contracting with Entities that Require Certain Internal Confidentiality Agreements or Statements.

1. Click View Details - Take a Screen Shot and include in Section K; *Make sure you can see that your SAM Reg won't expire before 9/30/2021*
2. Click Reps & Certs
3. Print the Financial Certifications Page & Include in Section K

Required Grant Worksheets



B Site Worksheet

D1 Rurality

D2 Economic Need

**D3 Special
Consideration**

**E. Matching Funds
Worksheet**

Rurality Worksheet



Site Number	Site Name	Site Designation (Hub; Hub/End-User; End-User)	Town or Place Name	Census Population	Rurality Score
1	ABC College	HUB	Anywhere	25,935	
2	DEF High School	End User	Everywhere	4563	40
3	GHI High School	End User	Census Rural	N/A	40
4	JKL Vocational School	Hub/End User	Somewhere	10987	20
Census Rural Sites - 40 Points					
EXCEPTIONALLY RURAL AREA - 5,000 or less: 40 Points					
RURAL AREA - 5,001-10,000: 30 Points					
MID-RURAL - 10,001-20,000: 20 Points					
URBAN AREA - Over 20,000: 0 Points					



round to 2 decimal places

Applicant's Estimated Rurality Score (Sum of Rurality Points ÷ # of End-User Sites)	33.33	Rurality Score (For Agency Use)
--	--------------	------------------------------------

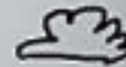
Special Consideration Worksheet



- Include this worksheet even if you are NOT requesting Spec. Consideration Points!
- Indicate whether your project's "primary" purpose is SUD/Opioid
- Indicate whether or not you are including a Tribal site
- Make sure that if you ARE requesting Special Consideration Points, you must include that information in your Executive Summary and Needs and Benefits section
- Non-tribal applicants must also submit a tribal resolution authorizing the proposed service on tribal lands included as part of the application, in order to receive special consideration. Include that resolution behind this worksheet

D4- Needs & Benefits

- The only scored narrative section
- Subjective – **worth 30 points!**
- This section is the differentiator We have created a template to guide you through this section. Refer to your hand-outs!
- Be a story-teller... this is where you can really demonstrate the need for your project and resonate with the reviewer.



Start with a Project Overview

- What's your project about?
- Paint an emotional picture.
- Summarize who you are, where you are, what your problems are and how you propose to address those challenges through the use of DL or TM.
- Insert a table of the sites in your project (copy from your Rurality Worksheet)
- You can use this in your Executive Summary, Scope of Work, Telecom Plan, etc.

Site Name	Designation	Location	Population
ME Center for the Deaf	HUB	Falmouth ME	11,185
Chebeague Island School	End User	Chebeague Island ME	341
Cliff Island Elementary	End User	Cliff Island ME	60
Peaks Island School	End User	Peaks Island ME	843
Total			12,429



Add a Geographic Profile



Discuss the area being served. Paint a picture of the geographic challenges (isolation, rurality, terrain, weather, etc.) Consider adding a map. Put the geographic isolation into context for the reader... **examples:**

“It’s a 30 minute drive just to pick up a gallon of milk or to get gas.”

“Four of our project schools are only accessible by air or boat”

“There is not a single healthcare provider in the entire county”



Demographic Profile

Describe the demographics of your service area. Where do you not compare favorably? Poverty levels, educational attainment, unemployment, minorities, etc. One of the easiest ways to document and compare demographic info is with a table. Compare the datasets relevant to your project. Then describe what the data says in narrative form.

Location	% in Poverty	Median Income	% with HS diploma	4 yr degree or greater	Not in Labor Force
USA	14.6%	\$57,652	87.3%	30.9%	36.6%
Mississippi	21.5%	\$42,009	83.4%	21.3%	42.3%
Mound Bayou	44.8%	\$21,154	77%	19.1%	55.9%
Sunflower	39.6%	\$26,289	69.7%	16.9%	49.1%
Project Avg.	42.2%	\$23,722	73.35%	18%	52.5%

<http://www.factfinder.census.gov>

Outward Migration



- Where relevant, document population loss of any of the areas in your project that have seen decline
- Why do you think that population decline is occurring? (lack of jobs, lack of housing, ***lack of healthcare or educational resources???***)
- How will your project can help stem the population loss?

Project Location	2000 Census Pop.	2010 Census Pop.	% change
Mound Bayou, MS	2102	1533	-27.1%
Sunflower Town, MS	1334	1159	-13.12
Mississippi	2,844,646	2,967,297	4.31%

Needs Identification & Project Design

- When identifying your Needs, try to think broadly
- Start with your primary need and then consider other ways distance learning or telemedicine connections can help address problems in your target area.

Example:

- Primary need: ***to provide primary care in a school based health setting***
- Other possible needs / use cases:
 - Prevention / Wellness Programming
 - Special Education Services (PT, OT, Speech, Psychological Testing)
 - Expanding access to teachers, families, community members
 - Access to specialty care (ENT, Allergist, Mental Health Professionals, etc.)
 - Continuing Medical Education / Professional Development



How does your Project Address those Needs?

- Describe your project. How do the technologies you are proposing help you address those needs? Just a couple of lines is fine!

“This project places telemedicine endpoints, along with digitally connected medical scopes, in each of our schools. This will allow real time connections to healthcare experts for the delivery of primary care, addressing the critical lack of access to geographically accessible healthcare.”

Align your Needs, Benefits & Outcomes



Example “Alignment” Table

Needs	Benefits	Outcomes
1. lack of local primary care	1.1 Healthier Students	1.1.1 Increased attendance
		1.1.2. Greater Academic Achievement
	1.2 Prevention of pandemic outbreaks (measles, etc)	1.2.1 x% decline in epidemic outbreaks due to proactive immunization education and monitoring
2. limited access to special educators due to rurality and limited budget	2.1 virtual access to a wide variety of special educators	2.1.1 time between referral and assessment decrease
		2.1.2 delivery of services increases by X%
		2.1.3 documented student progress as measured by EOY assessments

Needs (1/3 of your Score)



- **Needs – list the individual needs you’ve just outlined in your Alignment Table**
- **Discuss each Need in detail.**
- **Cite sources – how can you prove this need really IS a need? Include excerpts from publications or screen shots from newspaper articles**
- **Make regional, state or national comparisons!**
 - **In what ways do you not compare favorably?**
 - **Reference test scores, health statistics, etc.**
 - **BAD is GOOD... really highlight your Need!**
- **Assume the reviewer is not an expert on your topic... keep your narrative simple and to the point**

(1/3 of your score)

Benefits

- From the Alignment Table, capture all of the Benefits you identified
- Discuss them individually
- How does your project allow you to achieve those benefits?
- Talk in general terms

Outcomes

- Where Benefits are broad, Outcomes are specific
- Capture the numbers of people served
- What are the specific number of courses or services provided for the first time?
- What % increase, decrease, improvement, etc. are you anticipating?

1/3 of your Needs Score...



Community Involvement & Support

- Letters showing a “360” of support – no templates!
- Donations of money or time!
- Board approval & support
- Public notices / invitations to project meetings
- Facebook or Twitter comments
- Meeting Minutes & Agendas
- Copies of Surveys
- Letters from Experts stating your project is “spot on!”

Other N&B Elements



Special Consideration

- State that you are requesting those points and explain why you deserve them

Non-Duplication

- Discuss any past DLT projects that any project member may have be part of (last 3 yrs)
- Are any project members involved in another 2020 DLT

Matching Continued...



- Match letters must be on letterhead, with a signature block, **signed** by someone with obvious fiscal authority
- Match letters must indicate a specific amount (rather than percentage of match)
- If the match is in-kind, the match letter must list the line item of the in-kind donation, and provide a quote to document the value of the donation. Items must be purchased after June 4, 2021, with non-federal funds, and be new & never depreciated.
- Match cannot be provisional
- Match letters should total the match indicated on the budget worksheet

F. Scope of Work & Budget

- Proposed Activities
- Who is responsible for overseeing those Activities
- Timeframe for implementing those activities
- Budget Worksheet



Recommended Approach to Scope of Work

- Begin with a summary of your proposed project.
- You can simply copy your Needs Overview and reuse here!
- Follow with a table that provides the specifics



Activities	Responsible Parties	Est. Timeline
Manage grant paperwork	Dir. Finance / Contracts	Upon Funding
Review budget - identify any necessary changes	Director Technology	1-Jan
Review Internal Procurement Policies	Director Finance / Contracts	1-Jan
Develop RFP or Identify Contract Vehicle - request vendor responses	Director Finance / Contracts	1-Feb
Meet with selected vendors to establish implementation timelines	Director Technology	1-Mar
Conduct Internal Training with IT Staff and lead teachers	Director of Technology & IT Staff	1-Apr
Schedule Train the Trainer Trainings	IT Staff and Lead Teachers	1-May
Installation of Equipment	IT Staff and Vendors	1-Jun
Deliver Professional Development on DL Pedagogy	Director of PD and Director IT	1-Jul
Begin DL Courses	All DL Teachers	1-Aug
Course Assessment	All DL Teachers and Director PD	1-Dec

Budget Worksheet

Line Item #	Site Name	Description	Unit Cost	# of Units	Extended Cost	
					Grant or Cash Match funds	In-Kind Match
1	ABC College	ABC Education Cart - mobile	10,000	2	20,000	
2		Mandatory Annual Maintenance - 3 Yrs	3,500	2	7,000	
3		Installation	2,000	2	4,000	
4		ZuDexio Cloud infrastructure license	1,000	2	2,000	
5		Instructor PC	500	2		1,000
6	DEF High School	ABC Education Cart - mobile	10,000	1	10,000	
7		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
8		Installation	2,000	1	2,000	
9		ZuDexio Cloud infrastructure license	1,000	1	1,000	
10		Instructor PC	500	1		500
11	GHI High School	ABC Education Cart - mobile	10,000	1	10,000	
12		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
13		Installation	2,000	1	2,000	
14		ZuDexio Cloud infrastructure license	1,000	1	1,000	
15		Instructor PC	500	1		500
16	JKL Vocational School	ABC Education Cart - mobile	10,000	1	10,000	
17		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
18		Installation	2,000	1	2,000	
19		ZuDexio Cloud infrastructure license	1,000	1	1,000	
20		Instructor PC	500	1		500
Totals					82,500	2,500

A	Overall DLT Project Budget (Sum of Total Grant/Cash column and In-Kind Match column)	85,000
B	Less Proposed Cash Match (as documented on Leveraging Worksheet)	8,600
C	Less Proposed In-Kind Match (From Total of In-Kind Match Column)	2,500
D	DLT Grant Request (A-B-C)	73,900
	Grant to Match % check (15% minimum req'd)	15.02%

Cash + Inkind

11,100

formula: =(B+C)/D



Things to Remember...



- Sites should be listed in the same order as site worksheet
- Sequentially list all line item expenditures associated with each site
- Provide enough detail (product name, description or part#) for the reviewers to evaluate the associated price per unit
- Only identify line items in the match column if you are committing in-kind match!
- *We discourage In-Kind match... if you have to use it, limit its use and justify!*
- Work from a vendor quote (or quotes) – confirms the pricing
- 10% Rule – Training and Engineering Services are limited to 10% of the total budget
- None of the sites receiving budget can provide the services or products in the grant budget (you can buy things from yourselves)
- No Indirect Costs! No Evaluation! No Salaries! No Recurring Costs!

I. Telecommunications Plan



- Unscored but arguably one of the most important sections
- The Grant Guidance is confusing... we have recommended elements and a template for your to follow
- Start with a Geographic Map, showing all sites in your project and their proximity to one another. This is not a network topology map (you can include one if you like but it's not necessary).

Itemized Budget Descriptions - Example

Line Item #	Site Name	Description	Unit Cost	# of Units	Extended Cost	
					Grant or Cash Match funds	In-Kind Match
1	ABC College	ABC Education Cart - mobile	10,000	2	20,000	
2		Mandatory Annual Maintenance - 3 Yrs	3,500	2	7,000	
3		Installation	2,000	2	4,000	
4		ZuDexio Cloud infrastructure license	1,000	2	2,000	
5		Instructor PC	500	2		1,000
6	DEF High School	ABC Education Cart - mobile	10,000	1	10,000	
7		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
8		Installation	2,000	1	2,000	
9		ZuDexio Cloud infrastructure license	1,000	1	1,000	
10		Instructor PC	500	1		500
11	GHI High School	ABC Education Cart - mobile	10,000	1	10,000	
12		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
13		Installation	2,000	1	2,000	
14		ZuDexio Cloud infrastructure license	1,000	1	1,000	
15		Instructor PC	500	1		500
16	JKL Vocational School	ABC Education Cart - mobile	10,000	1	10,000	
17		Mandatory Annual Maintenance - 3 Yrs	3,500	1	3,500	
18		Installation	2,000	1	2,000	
19		ZuDexio Cloud infrastructure license	1,000	1	1,000	
20		Instructor PC	500	1		500
Totals					82,500	2,500
A	Overall DLT Project Budget (Sum of Total Grant/Cash column and In-Kind Match column)				85,000	
B	Less Proposed Cash Match (as documented on Leveraging Worksheet)				8,600	Cash + Inkind
C	Less Proposed In-Kind Match (From Total of In-Kind Match Column)				2,500	11,100
D	DLT Grant Request (A-B-C)				73,900	
Grant to Match % check (15% minimum req'd)					15.02%	

formula: =(B+C)/D

Line items 1, 6, 11, 16

ABC Education Mobile Cart – this cart is an interactive distance learning system that has a video codec, camera, microphone, speakers and display on a rolling base. It will be used to deliver and receive distance learning courses and content between the participating sites and will be used 100% of the time for eligible activities.

Line items 2, 7, 12, 17

Mandatory Annual Maintenance 3Yrs. – three years of annual support to include hardware and software on the Education Cart. Use is 100% DLT.

Line items 4, 9, 14, 19

ZuDexio Cloud Infrastructure license -- this license resides with the mobile cart and will provide the video transport and bridging necessary for connections. Use is 100% DLT.

Line items 5, 10, 15, 20

Instructor PC – a laptop will be digitally connected to each education cart allowing content to be shared in real time amongst sites. They will be dedicated to DL use only and used only for 100% DLT activities



Telecom Plan Narrative Template

- Provide a project overview... is this DL or TM? What are you proposing to do with your project?
- Describe the equipment or software you are requesting and how it works in relation to your proposed project.
 - document discussions with technical sources; provide cost estimates for operating and maintaining the end-user equipment.
 - provide evidence that alternative equipment and technologies were evaluated.
- Provide a description of each budget line item and it's proposed % of use as it relates to DLT ***important!!!***
- Describe consultation with telecom providers (do you have adequate network?)
- Address duplication, participation in past DLT awards, etc.
- ***Include vendor quote(s) to justify costs***



Unscored but Required

- Section G – Financial Information & Sustainability
- Section H – Statement of Experience
- Section C – Executive Summary

G - Financial Information & Sustainability

Unscored and brief section that addresses your ability to undertake and sustain the proposed project. This section is generally 1-2 pages maximum.

Part of this section is redundant with the Statement of Experience. You can copy/paste between the two sections as it pertains to having the expertise necessary to undertake and complete the project

Section G: Elements to Include

- Demonstrate that funding is available to support the project
- Describe anticipated project revenues and expenses
 - Revenue might be associated with increased enrollment / tuition or increased patient services and associated fees
 - Expenses are generally associated with things like bandwidth, personnel, installation and ongoing maintenance (installation and maintenance are covered by your grant budget in most cases). We suggest creating a table and providing an estimate of those costs... a “best guess” is fine
- Evidence of cost sharing arrangements among hub and end-user sites, if applicable (for DL, are you sharing the cost of teachers; for telemed are you sharing the costs of clinicians). Some projects will not have any cost sharing



The Redundant Part...

- Description of the project's leadership, its technical expertise, and how leadership and technical expertise is distributed or will be shared throughout all of the sites or the service territory.
- Once you write this portion, ***you can reuse verbatim in the Statement of Experience section.***



Section H – Statement of Experience

- This section can be 1-2 pages
- You might start with a description of the organization (historical) and their expertise in education or healthcare
- Identify key personnel – there is no specific number you need to include.
- Provide a short summary of their background and (where applicable) relate it to their ability to support the project
- Remember... you've already written much of this! Copy/Past from Section F (Financial Info & Sustainability)
- You can follow with CVs, Resume's and Bios (optional)



C: Executive *Summary* *Do this last!*



1. Why Project is Needed (*Needs*)
2. How you'll address the Need; Why you need financial assistance; types of services to be provided; and benefits to residents (*Needs*)
3. Describe applicant eligibility & Project costs (*copy and paste bottom of budget page*)
4. Project Costs and source of matching funds (*copy from Budget*)
5. Statement that the project is Distance Learning or Telemed
5. Special Consideration – identify Opioid or STEM (or indicate if no Spec Consideration requested)
6. Overview of the technologies (*copy from Telecom Plan*)
7. List of Hubs/End Users and # of residents served (*copy from Rurality Worksheet*)
8. Non-Duplication (*copy/paste from Needs section*)
9. List of each end user site with location (city/county/state) (*copy from Site Worksheet*)

Publicly Releasable Information

Following the Executive Summary, provide a paragraph or two that can be used as part of a press release once awards are announced.

1. Title of the Project
2. Description of the proposed hub and end-user site(s)
3. A brief description of project
4. Total estimated population affected by proposed project



Again, you can copy/paste most of the information required. Consider reusing your Project Overview from the Needs section.

Putting It All Together

- Use the DLT Checklist as your guide – include all elements!
- For each section, create a header/footer that lists the applicant name, section (A-M) and page number for that section.
- PDF each section (A-M) separately – include all back-up materials by section. If submitting a hard copy, include each section in its entirety by tab, with separators. Review your pdfs to ensure nothing was cut off by mistake!
- Fill out the SF-424 in Workspace (or fillable pdf). If submitting via Grants.gov, attach the Site Worksheet at 14, 15 and 16. Attach ALL sections at 15 under project description.



Questions on DLT?

Bi-Monthly HIT Operational Plan Meetings

- 4th Tues. of every other month.
- Next meeting: June 22

Questions?

More Information:

We anticipate that bi-monthly updates will be posted on HCA Transformation website.

<https://www.hca.wa.gov/about-hca/health-information-technology/washington-state-medicaid-hit-plan>