Rural Public Television Digital Transition Grant Program

Toolkit

(Forms, Samples, Certifications)
Fiscal Year 2008

The grant application should be **assembled** and **tabbed** in the following order. Numbered attachments have been provided in this toolkit for your use. Remember that additional blank forms are available at the Agency Web site (http://www.usda.gov/rus/telecom). Please use only the applicable attachments in this toolkit.

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7	Complete Narrative Description	
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9	Applicant's estimated Per capita Scoring	
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18	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). If the applicant is engaged in lobbying activities, the applicant must submit a completed disclosure form, "Disclosure of Lobbying Activities" (See 7 CFR Part 3018)	9
19	Federal Obligations Certification on Delinquent Debt	10
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22	Supplemental Information (If Any)	

APPLICATION FOR	_				Version 7/03	
FEDERAL ASSISTANCE		2. DATE SUBMITTED		Applicant Ider	Applicant Identifier	
1. TYPE OF SUBMISSION: Application	Pre-application	3. DATE RECEIVED BY STATE		State Applicat	State Application Identifier	
☐ Construction	☐ Construction	4. DATE RECEIVED BY FEDERAL AG		NCY Federal Identi	fier	
☐ Non-Construction	☐ Non-Construction					
5. APPLICANT INFORMATION Legal Name:			Organizationa	I I Init:		
Legal Name.			Department:	i Oilit.		
Organizational DUNS:			Division:			
Address:			Name and telephone number of person to be contacted on matters			
Street:			involving this application (give area code) Prefix: First Name:			
City:			Middle Name			
County:			Last Name			
State:	Zip Code		Suffix:			
Country:			Email:			
6. EMPLOYER IDENTIFICATION	N NUMBER (EIN):		Phone Number	(give area code)	Fax Number (give area code)	
8. TYPE OF APPLICATION:			7 TVDE OF A	DDI ICANT: (See hee	k of form for Application Types)	
O. TIPE OF APPLICATION.	v 🗆 Continuatio	n Revision	7. TIPE OF A	-FLICANI. (See bac	k of form for Application Types)	
If Revision, enter appropriate lett (See back of form for description	er(s) in box(es)	II Levision	Other (specify)			
Other (specify)			9. NAME OF FEDERAL AGENCY:			
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:			11. DESCRIPT	IVE TITLE OF APPLI	CANT'S PROJECT:	
TITLE (Name of Program):						
12. AREAS AFFECTED BY PR	OJECT (Cities, Counties	s, States, etc.):	-			
13. PROPOSED PROJECT			14. CONGRES	SIONAL DISTRICTS	OF:	
Start Date:	Ending Date:		a. Applicant b. Project			
15. ESTIMATED FUNDING:			16. IS APPLICATION ORDER 12372		REVIEW BY STATE EXECUTIVE	
a. Federal \$.00	o Voo □ TH	IS PREAPPLICATION	J/APPLICATION WAS MADE	
b. Applicant \$.00	_ AV	AILABLE TO THE ST OCESS FOR REVIEV	ATE EXECUTIVE ORDER 12372 V ON	
c. State \$.00	DA	TE:		
d. Local \$.00	b. No. \square PR	OGRAM IS NOT COV	'ERED BY E. O. 12372	
e. Other \$.00		PROGRAM HAS NO R REVIEW	T BEEN SELECTED BY STATE	
f. Program Income \$.00			NT ON ANY FEDERAL DEBT?	
g. TOTAL \$.00 Yes			☐ Yes If "Yes"	attach an explanation	n. 🗆 No	
18. TO THE BEST OF MY KNO DOCUMENT HAS BEEN DULY ATTACHED ASSURANCES IF	AUTHORIZED BY THE	GOVERNING BODY OF 				
a. Authorized Representative Prefix	First Name		<u> </u>	Middle Name		
Last Name	i ii st ivallie			Suffix		
b. Title				c. Telephone Number	(give area code)	
d. Signature of Authorized Representative				e. Date Signed		

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INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

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

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).	12.	List only the largest political entities affected (e.g., State, counties, cities).
3.	State use only (if applicable).	13	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, email and fax of the person to contact on matters related to this application.	15	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual Frofit Organization O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: "New" means a new assistance award. "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award C. Increase Duration D. Decrease Duration	18	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

Summary Worksheet

Please print or type Legal Name Organization Name Contact Person & Title Phone & Fax Email Address Grant Requested

Other Funding

Total Project Cost

Equal Opportunity and Nondiscrimination Certification

All grants made under the Public Television Station Digital Transition Grant Program are subject to the nondiscrimination provisions of Title VI of the Civil Rights Act of 1964, as amended, (7 CFR Part 15); Section 504 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. 901 *et seq*; 7 CFR Part 15b); and Age Discrimination of 1975, as amended (42 U.S.C. 6101 *et seq*.; 45 CFR Part 90); and as amended by Executive Order 11375 Amending Executive Order 11246, Relating to Equal Employment Opportunity (3 CFR, 1966, 1970 Comp., p. 684).

All recipients of financial assistance from RUS, the prospective primary participant commits to carry out RUS' established policy to comply with the requirements of the above laws and executive orders to the effect that no person in the United States shall, "on the basis of race, color, national origin, handicap, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Public Television Station Digital Transition Grant Program.

The that, as a prospective recipient under the Program, it will comply with the above	(Grantee) hereby certifies he said Public Television Station Digital Transition Grant e reference laws and executive orders.
(Date)	(Authorized Representative's Signature)
	(Name Typed or Printed)
	(Title)

Certificate Regarding Architectural Barriers

All facilities financed with RUS grants that are open to the public, or in which physically handicapped persons may be employed or reside, must be designed, constructed, and/or altered to be readily accessible to, and usable by handicapped persons. Standards for these facilities must comply with the Architectural Barriers Act of 1968, as amended, 42 U.S.C. 4151 *et seq.*) and with the Uniform Federal Accessibility Standards (UFAS), (Appendix A to 41 CFR subpart 101-19.6).

organization commits to carry out RUS	cipient of financial assistance from RUS, this 'established policy to comply with the requirements of hat all facilities must be readily accessible to and usable
	(Grantee) hereby certifies, that, as a Television Station Digital Transition Grant Program, it is e upon completion of the project, with the above
(Date)	(Authorized Representative's Signature)
	(Name Typed or Printed)
	(Title)

Certificate Regarding Flood Hazard Area Precautions

If the project is located in an area subject to flooding, flood insurance must be provided to the extent available and required under the National Flood Insurance Act of 1968, as amended by the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. 4001 through 4128). If applicable, the insurance must cover, in addition to the buildings, any machinery, equipment, fixtures, and furnishings contained in the buildings. RUS will comply with Executive Order 11988, Floodplain Management (3 CFR, 1977 Comp., p. 117), and 7 CFR 1794.41, of this chapter in considering the application for the project.

Please check the appropri	ate line below:	
a) The project is not required.	located in a 100 year flood	plain; therefore, no Flood Insurance is
b) The project is loca provided by:	ated in a 100 year flood plai	n and the required insurance is or will be
prospective recipient unde in compliance, or will be		tion Digital Transition Grant Program, it is ruction and/or installation of equipment and
(Date)		(Authorized Representative's Signature)
		(Name Typed or Printed)
		(Title

Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 Certification

The	(Grantee) assures
Policies Act of 1970, as amended (Uniform Act), 42 U.S.C. 4601-4655, Federal regulations in 49 CFR Part 24 and 7 CFR Part 21.	1 1
Specifically, thethat:	(Grantee) assures
Whenever Federal financial assistance is used to pay for any part of project which will result in the displacement of any person:	the cost of a program or
(a) Fair and reasonable relocation payments and assistance shall be displaced persons in accordance with sections 202, 203, and 204 Act;	-
(b) Relocation assistance programs offering the services described i Uniform Act shall be provided to displaced persons; and	n section 205 of the
(c) Within a reasonable period of time prior to displacement, compared dwellings will be available to displaced persons in accordance we (3) of the Uniform Act.	-
(Date) (Authorized Re	enresentative's Sionature

Certification Regarding Drug-Free Workplace Requirements Alternative I – For Grantees Other than Individuals

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 *et seq.*), 7 CFR Part 3017, Subpart F, Section 3017.600, Purpose. The January 31, 1989, regulations were amended and published as Part II of the May 25, 1990, Federal Register (pages 21681-21691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

ALTERNATIVE I

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
- (a) Publishing a statement notifying employees that unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing an ongoing drug-free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than 5 calendar days after such conviction;
- (e) Notifying the Agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

- (f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance:	
Street Address City	
County State Zip Code	
Check if there are workplaces on file that are not identified here.	
Organization Name	
Authorized Representative's Signature & Date	
Name Typed or Printed	

Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants' Responsibilities. The regulations were published as Part IV of the January 30, 1989, <u>Federal Register</u> (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed transaction.

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) are not presently debarred, suspended, proposed for Debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this

certification, such prospective participant shall attach an explanation to this proposal.		
Org	ganization Name	
Aut	horized Representative's Signature Date	

Name Typed or Printed

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. (Copies of this form may be obtained from RUS.)
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name	
Authorized Representative's Signature Date	
Name Typed or Printed	

Federal Obligations Certification on Delinquent Debt

IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? YES NO

Note: Example of debts include, but are not limited to, delinquent taxes, guaranteed or direct government loans (more than 31 days past due) and other administrative debts.

If Yes, provide explanatory information.

APPLICANT CERTIFICATION FEDERAL COLLECTION POLICIES FOR COMMERCIAL DEBT

The Federal Government is authorized by law to take any or all of the following actions in the event that a borrower's loan payments become delinquent or the borrower defaults on its loan: (1) Report the borrower's delinquent account to a credit bureau; (2) Assess additional interest and penalty charges for the period of time that payment is not made; (3) Assess charges to cover additional administrative costs incurred by the Government to service the borrower's account; (4) Offset amounts owed to the borrower under other Federal programs; (5) Refer the borrower's debt to the Internal Revenue Service for offset against any amount owed to the borrower as an income tax refund; (6) Refer the borrower's account to a private collection agency to collect the amount due; and (7) Refer the borrower's account to the Department of Justice for litigation in the courts.

All of these actions can and will be used to recover any debts owed when it is determined to be in the interest of the Government to do so.

Certification

I have read and understand the actions the Federal Government can take in the event that I fail to meet my scheduled payments in accordance with the terms and conditions of my agreements.

Signed: _			
Title:			
Company:			
Date:			

Public Television Station Digital Transition Grant Program Environmental Questionnaire/Certification

Environmental Questionnaire, Certification
Environmental Project Summary:
Ziivii oiiiiteitati 1 Toject Suiiiitaty.
(Describe all construction in the project, no matter the source of funding. Provide details of how the project will impact the environment (wetlands, farmlands, floodplain, cultural environment, endangered species, environmental quality, and historic preservation). If additional space is needed, continue on white bond paper and insert between the first and second pages.)
If the construction proposed in this application, as described above, will NOT impact the environment or historic preservation, you may sign the certification indicating no adverse impact and skip filling out the questionnaire.
CERTIFICATION
I hereby certify that the construction proposed in this application will not adversely impact the environment or historic preservation.
(Signature and Date
(Print or Type Title

QUESTIONNAIRE

Note: It is extremely important to respond to all questions completely to ensure expeditious processing of the Public Television Station Digital Transition Grant Program application. The information herein is required by Federal law.

Important: Any activity related to the project that may adversely affect the environment or limit the choice of reasonable development alternatives shall not be undertaken prior to the completion of Rural Utilities Service's environmental review process.

Legal Name of Applicant	
Cinnetons (Tons air 0 1-4-)	
Signature (Type, sign, & date) _	

The applicant's representative certifies to the best of his/her knowledge and belief that the information contained herein is accurate. Any false information may result in disqualification for consideration of financial assistance or the rescission of financial assistance.

- I. Project Description Detailing construction, including, but not limited to internal modifications of existing structures, and/or installation of telecommunications transmission facilities including satellite uplinks or downlinks, microwave transmission towers, and cabling.
 - 1. Describe the portion of the project, and site locations (including legal ownership of real property), involving internal modifications, or equipment additions to buildings or other structures (e.g., relocating interior walls or adding computer facilities) for each site.

	Describe the portion of the project, and site locations (including legal ownership or real operty), involving construction of transmission facilities, including cabling, microwave towers tellite dishes, or disturbance of property of .99 acres or greater for <u>each</u> project site.
3.	Describe the nature of the proposed use of the facilities and whether any hazardous materials, air emissions, wastewater discharge, or solid waste will result.
4.	State whether or not any project site(s) contain or are near properties listed or eligible for listing in the National Register of Historic Places, and identify any historic properties. (The applicant must supply evidence that the State Historic Preservation Officer (SHPO) has cleared development regarding any historical properties).
5.	Provide information whether or not any facility(ies) or site(s) are located in a 100-year floodplain. A National Flood Insurance Map should be included reflecting the location of the project site(s).

- II. For projects that involve construction of transmission facilities, including cabling, microwave towers, satellite dishes, or physical disturbance of real property of .99 acres or greater, the following information must be submitted (7 CFR 1703.109(i)(3)).
 - 1. A map (*preferably a U.S. Geological Survey map*) of the area for each site affected by construction (include as an attachment).
 - 2. A description of the amount of property to be cleared, excavated, fenced, or otherwise disturbed by the project and a description of the current land use and zoning and any vegetation for each project site affected by construction.
 - 3. A description of buildings or other structures (i.e., transmission facilities), including dimensions, to be constructed or modified.
 - 4. A description of the presence of wetlands or existing agricultural operations and/or threatened or endangered species or critical habitats on or near the project site(s) affected by construction.
 - 5. Describe any actions taken to mitigate any environmental impacts resulting from the proposed project (use attachment if necessary).

Note: The applicant may submit a copy of any environmental review, study assessment, report or other document that has been prepared in connection with obtaining permits, approvals, or other financing for the proposed project from State, local or other Federal bodies. Such material, to the extent relevant, may be used to meet the requirements herein.

The Buy American Act (41 U.S.C. 10a - 10d) gives preference to those products that are manufactured in the United States or an eligible country, and are substantially all from articles, materials, and supplies mined, produced, or manufactured in the United States or eligible country. The list of eligible countries can be found at:

www.usda.gov/rus/electric/listmat/eligible.htm

"Buy American" CERTIFICATION			
I hereby certify that the equipment to be procured under the prospective grant will comply with the Buy American Act.			
	(Signature and Date)		
	(Print or Type Title)		