

**WASHINGTON COUNTY, TENNESSEE  
BOARD OF COUNTY COMMISSIONERS**

**RESOLUTION NO. 24-08-05**

***RESOLUTION AUTHORIZING ACCEPTANCE AND EXECUTION OF  
THE LIBRARY FCC E-RATE GRANT AND A TENNESSEE STATE  
LIBRARY AND ARCHIVES (TOP) GRANT AND AMENDING  
FY24-FY25 BUDGET***

WHEREAS, The Washington County Library Director Requests Authorization and Acceptance of the Library FCC E-Rate Grant (Exhibit A) and a Tennessee State Library and Archives (TOP) Grant (Exhibit B); and

WHEREAS, the FCC e-Rate grant is to fund internet access at the Jonesborough library and no match is required; and

WHEREAS, the Tennessee State Library and Archives (TOP) grant provides \$500 for a technology trainer and \$3,840 for patron hotspots. The TSLA grant requires a \$960 match by the county which the Washington County Library will fund through its current FY25 budget; and

WHEREAS, the Washington County Library Director requests the following amendments to Fiscal Year Budget 2024-2025:

1. Increase \$870.00 to revenue line item 101-47990-761 (Other Direct Federal Revenue);
2. Increase \$4,340.00 to revenue line item 101-46980-755 (Other State Grants);
3. Increase \$500.00 to expense line item 101-56500-312-755 (Libraries- Contracts with Private Agencies);
4. Increase \$4,800.00 to expense line item 101-56500-350-755 (Libraries- Internet Connectivity);
5. Increase \$870.00 to expense line item 101-56500-350-761 (Libraries- Internet Connectivity);
6. Decrease \$5,670.00 from expense line item 101-56500-350 (Libraries- Internet Connectivity); and

WHEREAS, the Health Education and Welfare Committee, at its August 1, 2024, meeting recommended consideration and approval of this request; and

WHEREAS, the Budget Committee, at its August 6, 2024 meeting, recommended consideration and approval of this request to the Board of County Commissioners; now therefore

BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF WASHINGTON COUNTY, TENNESSEE THAT:

SECTION 1. The Washington County Library Director and/or Washington County Mayor are hereby authorized to execute the Library Grant funding from the FCC E-Rate Grant (Exhibit A), and the Tennessee State Library and Archives (TOP) Grant (Exhibit B), and any necessary related documents, subject to the review of the County Attorney.

SECTION 2. Fiscal Year Budget 2024-2025 is amended to:

1. Increase \$870.00 to revenue line item 101-47990-761 (Other Direct Federal Revenue).
2. Increase \$4,340.00 to revenue line item 101-46980-755 (Other State Grants).
3. Increase \$500.00 to expense line item 101-56500-312-755 (Libraries- Contracts with Private Agencies).
4. Increase \$4,800.00 to expense line item 101-56500-350-755 (Libraries- Internet Connectivity).
5. Increase \$870.00 to expense line item 101-56500-350-761 (Libraries- Internet Connectivity).
6. Decrease \$5,670.00 from expense line item 101-56500-350 (Libraries- Internet Connectivity).

SECTION 3. This Resolution shall take effect from and after the date on which it is approved by the County Mayor or as indicated by certification of the County Clerk, as hereinafter set forth.

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**Introduced by Commissioner:** *Jones*

**Seconded by Commissioner:** *Wexler*

**Commissioners Voting FOR:** *Tucker, Johnson, Fitzgerald, Edens, Davenport, Matherly, England, Malone, Tomita, Jones, Wexler, Huffine, Wheeler, Carder*

**Commissioners Voting AGAINST:** *None*

**Commissioners Abstaining:** *None*


**Commissioners Absent:** *None*

**Vacancy:** District 9

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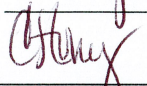
ADOPTED BY THE COUNTY LEGISLATIVE BODY, in session duly assembled, on this the 26<sup>th</sup> day of August, 2024.

  
\_\_\_\_\_  
CHERYL STOREY, County Clerk

  
\_\_\_\_\_  
GREG MATHERLY, Chair of the Board

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REFERRED to County Mayor this the 28 day of August 2024.

  
\_\_\_\_\_  
CHERYL STOREY, County Clerk


APPROVED by County Mayor on this the 3 day of Sept 2024.

  
\_\_\_\_\_  
WILLIAM J. GRANDY, County Mayor

The County Mayor having declined to approve this Resolution, the same became effective on the \_\_\_ day of \_\_\_\_\_ 2024, pursuant to Tennessee Code Annotated § 5-6-107(b)(5).

\_\_\_\_\_  
CHERYL STOREY, County Clerk

Approved as to form by the County Attorney this 27<sup>th</sup> day of August, 2024.

  
\_\_\_\_\_  
ALLYSON L. WILKINSON, County Attorney



July 11, 2024

# Funding Commitment Decision Letter

Funding Year 2024

## Contact Information:

Richard Griffin  
Washington County Jonesborough Library  
200 East Sabine Drive  
Jonesborough, TN 37659  
[rmgriffin61@gmail.com](mailto:rmgriffin61@gmail.com)

**FCC Form 471:** 241037830

**BEN:** 17002529

**Wave:** 12

**Application Nickname:** WCLS internet svc 471

## Totals

<b>Total Committed</b>	<b>\$1,154.02</b>
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## What is in this letter?

Thank you for submitting your application for Funding Year 2024 Schools and Libraries Program (E-rate) funding. Attached to this letter, you will find the funding statuses for the FCC Form(s) 471, Services Ordered and Certification Form, that you submitted and referenced above.

The Universal Service Administrative Company (USAC) is sending this information to both the associated applicant(s) and the service provider(s) so that you can work together to complete the funding process.

## Next Steps

1. Work with your service provider(s) to determine if your bills will be discounted or if you will request reimbursement from USAC after paying the full cost for the services you receive.
2. Review the [Children's Internet Protection Act \(CIPA\)](#) requirements and file the [FCC Form 486](#) (Service Confirmation and CIPA Certification Form). **The deadline to submit this form is 120 days from the date of this letter or from the service start date (whichever is later).**
3. Invoice USAC

**BEN Name:** Washington County Jonesborough Library **FCC Form 471:** 241037830

**BEN:** 17002529

**Wave:** 12

- **If you (the applicant) are invoicing USAC:** You must pay your service provider(s) the full cost for the services you receive and file the [FCC Form 472](#), the Billed Entity Applicant Reimbursement (BEAR) Form, to invoice USAC for reimbursement of the discounted amount.
- **If your service provider(s) is invoicing USAC:** The service provider(s) must provide services, bill the applicant for the non-discounted share, and file the [FCC Form 474](#), the Service Provider Invoice (SPI) form, to invoice USAC for reimbursement for the discounted portion of costs. Every funding year, service providers must file an [FCC Form 473](#), the Service Provider Annual Certification Form, to be able to submit invoices and to receive disbursements.
- **To receive an invoice deadline extension, the applicant or service provider must request an extension on or before the last date to invoice. If you anticipate, for any reason, that invoices cannot be filed on time,** USAC will grant a one-time, 120-day invoice deadline extension if timely requested.

## How to Appeal or Request a Waiver of a Decision

You can appeal or request a waiver of a decision in this letter **within 60 calendar days** of the date of this letter. Failure to meet this deadline will result in an automatic dismissal of your appeal or waiver request.

**Note:** The Federal Communications Commission (FCC) will not accept appeals of USAC decisions that have not first been appealed to USAC. However, if you are seeking a waiver of E-rate program rules, you must submit your request to the FCC and not to USAC. USAC is not able to waive the E-rate program rules.

- **To submit your appeal to USAC,** visit the Appeals section in the [E-rate Productivity Center \(EPC\)](#) and provide the required information. USAC will reply to your appeal submissions to confirm receipt. Visit USAC's [website](#) for additional information on submitting an appeal to USAC, including step-by-step instructions.
- **To request a waiver of the FCC's rules,** please submit it to the FCC in proceeding number CC Docket No. 02-6 using the [Electronic Comment Filing System](#) (ECFS). Include your contact information, a statement that your filing is a waiver request, identifying information, the FCC rule(s) for which you are seeking a waiver, a full description of the relevant facts that you believe support your waiver request and any related relief, and any supporting documentation.

For appeals to USAC or to the FCC, be sure to keep a copy of your entire appeal, including any correspondence and documentation, and provide a copy to the affected service provider(s).

## Obligation to Pay Non-Discount Portion

Applicants are required to pay the non-discount portion of the cost of the eligible products and/or services to their service providers. Service providers are required to bill applicants for the non-discount portion of costs for the eligible products and/or services. The FCC stated that requiring applicants to pay the non-discounted share of costs ensures efficiency and accountability in the program. If using the BEAR invoicing method, the applicant must pay the service provider in full (the non-discount plus discount portion) **before** seeking reimbursement from USAC. If using the SPI invoicing method, the service provider must first bill the applicant **before** invoicing USAC.

## Notice on Rules and Funds Availability

The applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Program and the FCC's rules. Applicants who have received funding commitments continue to be subject to audits and other reviews that USAC and/or the FCC may undertake to assure that committed funds are being used in accordance with such requirements. USAC may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction of USAC, the applicant, or the service provider. USAC, and other appropriate authorities (including but not limited to the FCC), may pursue enforcement actions and other means of recourse to collect improperly disbursed funds.

# Funding Commitment Decision Overview

Funding Year 2024

## Application Comments for FCC Form 471: #241037830

The applicant did not submit any RAL corrections.

## Funding Commitment Decision Overview

Funding Request Number (FRN)	Service Provider Name	Amount Requested	Amount Committed	Status
2499055291	Johnson City Energy Authority	\$138,481.92	\$1,154.02	Funded

<b>FRN</b> 2499055291	<b>Service Type</b> Data Transmission and/or Internet Access	<b>Status</b> Funded
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Dollars Committed			
Monthly Cost		One-time Cost	
Months of Service	12		
Total Eligible Recurring Charges	\$1,442.52	Total Eligible One Time Charges	\$0.00
Total Pre-discount Charges		\$1,442.52	
<b>Discount Rate</b>		<b>80.00%</b>	
<b>Committed Amount</b>		<b>\$1,154.02</b>	

Dates	
<b>Service Start Date</b>	7/1/2024
<b>Contract Expiration Date</b>	6/30/2025
Contract Award Date	
Service Delivery Deadline	6/30/2025
Expiration Date (All Extensions)	

Service Provider and Contract Information	
Service Provider	Johnson City Energy Authority
SPIN (498ID)	143051490
Contract Number	
Account Number	
Establishing FCC Form 470	240025068

Consultant Information	
Consultant Name	
Consultant's Employer	
CRN	

**Funding Commitment Decision Comments**

MR1: The Download Bandwidth speed for Fiber Ethernet on this FRN was modified from 600 Mbps to 300 Mbps to agree with the applicant documentation. <><><><><> MR2: The Upload Bandwidth speed for Fiber Ethernet on this FRN was modified from 35 Mbps to 20 Mbps to agree with the applicant documentation. <><><><><> MR3: Based on the applicant's request, the Monthly Recurring Eligible Cost of the FRN's Product and Service Detail was changed from \$14,425.20 monthly to \$120.21 monthly.



Tre Hargett  
Secretary of State

## 2025 TOP Grant

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
1001 Rep. John Lewis Way North  
Nashville, TN 37219  
615-741-7996

The Tennessee State Library and Archives is pleased to provide a grant opportunity to public libraries across Tennessee. This grant is supported by the Tennessee Department of Economic and Community Development.

The Training Opportunities for the Public (TOP) Grant is available for public libraries to be able to provide services for their communities. Grant funds are available for the following:

- Training
- Hotpots
- Solar Charging Tables
- Internal Connections

Grant awards are in the amount of up to \$20,000.00. Grant contracts will start on July 1, 2024, and end on June 30, 2025, which will allow the use of grant funds for purchases from July 1<sup>st</sup> forward, even though a fully signed contract will not be in place until later if the financial processes allow for that. Please be aware however, no grant payments will be processed until the contract is in place.

Match requirements are according to population served and those populations will be taken from the OSAP from 2023/2024 as that is the last OSAP that has been approved and signed:

Up to 9,999	5% local match
10,000 to 49,000	10% local match
49,001 to 100,000	20% local match
100,001 to 200,000	20% local match
200,001 and up	20% local match

Please note: All libraries participating in this grant must provide digital literacy training to the public. Applicants that do not request funds for training will be required to document at least 4 public digital literacy classes held during the grant period.

Applications can be sent via e-mail, fax, or mail. We do not require original signatures to be submitted. Applications can be sent to:

Jennifer Cowan-Henderson  
Director of Planning and Development  
Tennessee State Library and Archives  
1001 Rep. John Lewis Way North  
Nashville, TN 37219  
ph: 615-741-1923  
fax: 615-532-9904  
[jennifer.cowan-henderson@tn.gov](mailto:jennifer.cowan-henderson@tn.gov)

Deadline for applications is **April 30<sup>th</sup>, 2024**

# 2025 TOP Grant

<b>Legal Library Name</b> <i>(or applicant name if a Friends group or city/county)</i>	Washington County Library		
<b>Grantee Mailing Address</b>	200 Sabin Drive		
<b>City</b>	Jonesborough	<b>State</b> TN	<b>Zip Code</b> 37659
<b>Grantee Physical Address</b> <i>If different than mailing address</i>	200 Sabin Drive		
<b>City</b>	Jonesborough	<b>State</b> TN	<b>Zip Code</b> 37659
<b>Phone Number</b>	423-753-1800		
<b>City/County to be Served</b>	Washington County		
<b>Name of Region, Independent or Metro</b>	Holsten River		
<b>Grant Contact Person</b> <i>will be the person listed in the contract</i>	Richard Griffin		
<b>Grant Contact Person Title</b>	Library Director		
<b>Grant Contact Person e-mail address</b>	rgriffin@wclibrarytn.org		
<b>Title VI Contact Name</b>	Richard Griffin		
<b>Title VI Contact Information</b>	<b>Phone</b>	<b>Email</b>	
	423-75 3-1800	rgriffin@wclibrarytn.org	
<b>State House District to be Served</b>	(District Number only) 7th		
<b>State Senate District to be Served</b>	(District Number only) 3rd		

*Please note:* There is a match requirement for all sections of this grant, excluding training funds which is based on library level. Please mark your library's Service Area Population. Service Area Population is determined by the 2024 Official Service Area Population (OSAP) for each library.

Check one below	Official Service Area Population (OSAP) 2024	Local Match
	Up to 9,999	5%
	10,000 to 49,000	10%
	49,001 to 100,000	20%
	100,001 to 200,000	20%
	200,001 and up	20%



# 2025 TOP Grant

## Certifications

For this grant proposal to be considered for funding, the library must meet requirements for items in the certification table below. Only those libraries that are not in the regional system should use N/A where applicable.

**I certify that the applicant or public library being applied for is compliant with the following:**

	Yes	No	N/A
Maintenance of Effort (MoE) 2023/2024	XXX		
Library Service Agreement 2023/2024	XXX		
Title VI, Civil Rights Act of 1964 compliance	XXX		

**Type of Library (please check one – if filling out in Word, double click on the box for options)**

- Department of the County or City
- Joint Venture (a formal agreement between a city and county; between cities; between cities and counties, or between counties where funding for the library is split between the agreeing entities, and the facility and materials are equally owned by the funding bodies; the library is considered neither a city nor a county department, but is a separate entity and is audited independently)
- A documented 501-C-3 (the library has filed with the IRS as a 501-C-3 non-profit organization; having a tax-exempt number or using one from a city or county does not qualify the library as a 501-C-3, just as tax exempt)
- Other, please specify \_\_\_\_\_

Rufus Houston  
**Signature of Authorizing Authority**

April 23, 2024  
**Date**

Rufus Houston  
**Printed Name of Authorizing Authority**

Library Board Chairman  
**Title of Authorizing Authority\***

*Authorizing Authority can be the library director, board chair, or anyone with fiscal authority*



# 2025 TOP Grant

## Financial Certification

Library Name: Washington County

Federal Employer Identification Number (FEIN)	62-6000897
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*Also referred to as a tax-exempt number*  
Washington County TN

Business Name or Name of the Holder of the FEIN \_\_\_\_\_

In order to direct deposit your reimbursement, please provide the last 4 digits of the account you will be using for this grant 2461

Note: if using a new account for direct deposit, please contact the grant manager for the documentation and instructions to add this account to your file.

Rufus Houston

**Signature of Authorizing Authority**

April 23, 2024

**Date**

Rufus Houston

**Printed Name of Authorizing Authority**

Library Board Chairman

**Title of Authorizing Authority**

Note: If you *cannot* receive your reimbursement as a direct deposit, please note that on this form and include the address where a check would need to be sent in the space below.



# 2025 TOP Grant

## Training Funds

Training funds are available without a match with this grant. All libraries participating in this grant must provide digital literacy training to the public. Applicants that do not request funds for training but for other categories will still be required to document at least 4 public digital literacy classes held during the grant period.

There are no required training topics. Topics are up to the library staff and should be based on community needs and interests. All topics are subject to approval for grant funds.

Both group training and one-on-one training are eligible. A general appointment schedule will need to be in place and a log of participants will need to be kept for one-on-one sessions.

Virtual training is also eligible, either by live broadcast or recorded and loaded online for general access.

Trainer cost per hour of instruction is to be determined by the library staff and is subject to approval. We only cannot provide more than \$100/hour, and that specific rate would only be approved for specialized or advanced topics. As with prior grants, we expect trainers to be non-staff. However, we have a waiver available if you have library staff that would be suitable trainers. Waivers will be evaluated on a case-by-case basis.

Please note that we will not reimburse for any classes or one-on-one training that has no participants. In that case, we expect the training to be rescheduled.

This grant does not pay for trainer preparation time separately.

Pre- and Post-testing is not required for this grant.

Attendee evaluations are expected but are voluntary. The survey for attendees will be available at <https://www.surveymonkey.com/r/YHY86L5> on July 1, 2024.

We also have a survey for trainers, which is available at <https://www.surveymonkey.com/r/NW29HGF> and will be open on July 1, 2024.

We do require that trainers submit evaluation reports for each class training provided. For one-on-one trainings, a description of the training topic should be provided on the Training Summary form and submitted with the corresponding invoice.



# 2025 TOP Grant

## Training Funds

**Library Name:** Washington County - Jonesborough

*Please submit one copy of this page per library building it applies for funds as a library system. If this page is for a branch please include the name of that branch.*

Please list your training information below. If you need additional space, please duplicate this page or add in additional rows.

Topic/ Description	Date	Trainer Name	Trainer Affiliation	Cost per Hour	Number of Hours*	Total Class Cost
<p><b>Google Docs</b></p> <p>Learn how to create, save and print word processing documents, including using editing shortcuts, formatting lists, checking spelling and grammar and using Word toolbars. The class will also include discussion of how to save and organize files.</p>	July 18, 2024	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<p><b>Computer Basics</b></p> <p>Basic elements of Windows, including: using the mouse and keyboard, highlighting, copying, and pasting text, common menus, toolbars, and shortcuts, exploring programs and documents, overview of computer hardware and storage media. This class is for those with very limited or no experience with computers.</p>	Sept 19, 2024	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<p><b>Social Media</b></p> <p>An introduction to Facebook, Instagram, Twitter and Linked In, including privacy, posting a status updating, commenting, liking &amp; sharing, editing your profile, messages, and finding other people and pages. May include pages and groups, depending on the skill level of the group.</p>	Jan 16, 2025	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<p><b>Purchasing a new computer</b></p> <p>Learn what to look for in purchasing a new computer and finding one that fits your needs.</p>	March 20, 2025	Melanie Headen	Contract Employee	\$50.00	one	\$50.00



# 2025 TOP Grant

Free staff – how to find free stuff	May 15, 2025	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<b>Total Request for Training Funds</b>						<b>\$250.00</b>
<b>Jonesborough location</b>						

## Training Funds

**Library Name:** Washington County – Gray Branch

*Please submit one copy of this page per library building if applying for funds as a library system. If this page is for a branch, please include the name of that branch.*

Please list your training information below. If you need additional space, please duplicate this page or add in additional rows.

Topic/ Description	Date	Trainer Name	Trainer Affiliation	Cost per Hour	Number of Hours*	Total Class Cost
<p><b>Google Slides</b></p> <p>Learn how to use design templates for slides and how to add WordArt, clip art and animations. We'll also discuss how to save, view and print a presentation, as well as posting your presentation online for others to view</p>	Aug 15, 2024	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<p><b>Canva</b></p> <p>This class covers the available templates and what Publisher provides you when you use templates. Also, we go over ways to modify template content. As a model we work on a basic newsletter. By all means come and learn more about this powerful editor. There is no need to have used Canva before.</p>	Oct 17, 2024	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<p><b>Crafting a Resume &amp; Finding Work Opportunities</b></p>	Feb 20, 2025	Melanie Headen	Contract Employee	\$50.00	one	\$50.00



# 2025 TOP Grant

Learn how to develop a resume, review online employment sites and how to post online.						
<b>Backing up photos and creating files for image/document storage</b>	April 17, 2025	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<b>Google Sheets</b> - Learn how to use spreadsheets and templates. We'll also discuss how to save, view and print a presentation, as well as posting your presentation online for others to view	June 19, 2025	Melanie Headen	Contract Employee	\$50.00	one	\$50.00
<b>Total Request for Training Funds Gray Branch location</b>						\$250.00
<b>Total Request for Training Funds Gray Branch &amp; Jonesborough locations</b>						\$500.00

\*Trainers should not be existing library staff. However, if you have a staff person that holds a position where a minimum of 20% of their job is technology instruction, you may apply for a waiver so that staff person can be paid through the grant for the training indicated above. Waivers will be reviewed on a case-by-case basis.

\*Number of hours should reflect the number of training hours provided.



# 2025 TOP Grant

## Instructor Waiver

Library Name Washington County Library TN

Staff Instructor Name N/A

Instructor Job Title \_\_\_\_\_

What percent of staff work time does this person spend on technology instruction? \_\_\_\_\_

Why should this staff person be considered for a waiver?

What classes would this staff person conduct as part of this grant?

Signature of Authorizing Authority \_\_\_\_\_

Date \_\_\_\_\_

Printed Name of Authorizing Authority \_\_\_\_\_

Title of Authorizing Authority\* \_\_\_\_\_



# 2025 TOP Grant

## Hotspot Funding

Library (or System) Name: Washington County Library

Funding is available for libraries to purchase new or pay for existing mobile WiFi hotspots. The intent is for home use for patrons. There are a variety of vendors to choose from, and it is advised to check your area for coverage for each of the vendors that you are considering. Your region's technology staff can provide information about vendors. You may also request cases for easier circulation.

\*<https://www.pelican.com/us/en/product/cases/micro-1010> (a potential hotspot case) – your hotspot provider may also have cases available.

Please note: the library must not charge patrons for the use of this service. It is advised that the library consider a usage policy, including any late fees, age restrictions, circulations periods, holds, and renewals, and replacement costs.

Please also note: some vendors throttle their bandwidth. Libraries are advised to discuss this issue with your potential vendor with the goal of obtaining a non-throttled service. While determining your vendor, please keep in mind that this grant contract begins on July 1, 2024, and ends on June 30, 2025, and you will be responsible for any charges accrued after this date.

There is a limit of 10 hotspots per building. If applying as a system, please include the name of the branch in the library column. You may choose multiple vendors, if your area has vendors that cover different parts of your service area. Feel free to increase the number of rows or use a duplicate page if more space is needed.

Vendor	Verizon <i>Please include vendor name above</i>				Total Device Cost	Total Service cost for all hotspots	Total Cost (total device cost + total service cost)
Library	Cost per Device	# Hotspot Devices	Service Cost per month per hotspot	# Months of Service			
Example	30.00	2	50.00	12	60.00	1200.00 <i>(\$600 x number of devices)</i>	1260.00 <i>(Device Cost + Total Service Cost)</i>
	0	10	40	12	0	\$400x10=\$4,800	\$4,800



# 2025 TOP Grant

## Hotspot Funding, continued

Library (or System) Name: Washington County Library

Vendor	<i>Please include vendor name above</i>						
Library	Cost per Device	# Hotspot Devices	Total Device Cost	Service Cost per month per hotspot	# Months of Service	Total Service cost for all hotspots	Total Cost (total device cost + total service cost)
<b>Total for all Hotspots Requested</b>							

Hotspot Case	Cost per Case	Number of Cases	Total Cost
0	0.00	0	0.00
<b>Total for all Cases Requested</b>			

Total cost of all hotspots	\$4,800.00
Total cost of all cases	0.00
Overall hotspot total	\$4,800.00





# 2025 TOP Grant

## Internal Connections

Library Name Washington County Library

Funding is available for the purchase of internal connections. The intent is to provide funding for projects that are ready or close to installation. This can be for small projects to provide cabling and technology that can handle higher bandwidths, increasing the number of internet-capable workstations, or larger projects that are part of a construction project.

### Eligible items

- Internet cabling
- Ports, conduit, end panels
- Network equipment racks
- Routers
- Hubs
- Switches
- Firewalls
- Access points, including wireless Access Points
- Uninterruptible Power Supply (UPS), but only for the use on your networking hardware
- Installation and/or software needed for any above

Please note that electrical cabling and installation are not eligible, nor is end-user equipment such as computers or scanners. Also ineligible is the installation and monthly cost of internet service.

Please also note that any single item cannot cost \$5,000.00 or more. As installation is a service and not a single item, the cost can exceed \$5,000.00 for that element of the project.

If there are multiple projects within a single system, please note the facility/facilities where the projects will be completed in your description. While you are welcome to provide multiple narratives/project budgets for each project in your system, it is not required, as long as the project itself is clear.

Projects will be reviewed based on the information provided and funds available. Please provide sufficient information for review, and any additional information regarding the project is appreciated.



# 2025 TOP Grant

## Internal Connections, continued

### Narrative

<b>Description of project, including reason for requesting funding</b>	
<b>What was your bandwidth before this project?</b> <i>(Download/Upload Speed)</i>	
<b>What is your anticipated bandwidth after your project is complete?</b> <i>(Download/Upload Speed)</i>	
<b>Projected date of installation</b>	
<b>How will this benefit your community?</b>	





# 2025 TOP Grant

## Summary Page

Library Name Washington County

Total request for Training	\$500.00
Total request for Hotspots	\$4,800.00
Total request for Solar Charging Stations	0.00
Total request for Internal Connections	0.00

<b>Total Request for Hotspots, Solar Charging Stations, and Internal Connections only</b>	<b>\$4,800.00</b> <i>Total for Hotspots, Solar Charging Stations and Internal Connections</i>
<b>Percentage Match (5% - 20%)</b> Up to 9,999                      5% local match 10,000 to 49,000                10% local match 49,001 to 100,000               20% local match 100,001 to 200,000              20% local match 200,001 and up                  20% local match	\$960.00  <i>Total above multiplied by percentage</i>
<b>Total Project Budget for Grant Application</b>	<b>\$4,340.00</b> <i>Total for all categories minus match</i>

Regarding totals:

- Training does not require a percentage match
- To determine your total project budget, deduct your percentage match from all categories except Training, then add in the training request for your total.

*An example summary page is provided on page 14.*



# 2025 TOP Grant

For example, if you had a population of 25,000, here is what your summary may look like:

Total request for Training	\$1,000.00
Total request for Hotspots	\$5,000.00
Total request for Solar Charging Stations	\$3,000.00
Total request for Internal Connections	\$1,000.00

<b>Total Request for Hotspots, Solar Charging Stations, and Internal Connections only</b>	This is the total from the hotspots, solar charging stations, and internal connections. Training is not included as it does not require a local match.	<b>\$9,000.00</b>  <i>Total for Hotspots, Solar Charging Stations and Internal Connections</i>
<b>Percentage Match (5% - 20%)</b> Up to 9,999                      5% local match 10,000 to 49,000                10% local match 49,001 to 100,000              20% local match 100,001 to 200,000            20% local match 200,001 and up                 20% local match	Since the sample library has a population of 25,000, the match is 10% which is then multiplied by the total above and subtracted from the total above.	10% \$9,000.00 x .10 = \$900.00 (Calculation #1)
		\$9,000.00-\$900.00 = \$8,100.00 (Calculation #2)
		<b>\$8,100.00</b> <i>Total above multiplied by percentage</i>
<b>Total Project Budget for Grant Application</b>	The total from the percentage match is then added to the total for training.	<b>\$9,100.00</b>  <i>Total for all categories minus match</i>



# 2025 TOP Grant

Applications will be accepted via fax, mail, or e-mail, as we do not need original signatures.

Applications can be sent to:

Postal mail: Jennifer Cowan-Henderson  
Director of Planning and Development  
Tennessee State Library and Archives  
1001 Rep. John Lewis Way North  
Nashville, TN 37219

Fax: 615-532-9904

e-mail: [Jennifer.Cowan-Henderson@tn.gov](mailto:Jennifer.Cowan-Henderson@tn.gov)

Deadline for submitting applications: **April 30, 2024**

