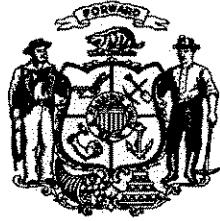


# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



pt19  
ASSEMBLY CHAIR  
JOHN GARD

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

October 10, 2001

Secretary George Lightbourn  
Department of Administration  
101 East Wilson Street, 10<sup>th</sup> Floor  
Madison, Wisconsin 53703

Dear Secretary Lightbourn:

We are writing to inform you that the members of the Joint Committee on Finance have reviewed your request, dated September 20, 2001, pursuant to s. 16.515/16.505, Stats., pertaining to a request from the District Attorneys.

No objections have been raised concerning this request. Therefore, the request is approved. Should you have any questions or concerns, please feel free to contact us.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John Gard in black ink.

JOHN GARD  
Assembly Chair

BB/JG/js

cc: Members, Joint Committee on Finance  
Bob Lang, Legislative Fiscal Bureau  
Vicky La Belle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

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ASSEMBLY CHAIR  
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Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

Rep. John Gard

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: September 24, 2001

Re: s. 16.515/16.505(2), Stats. Request

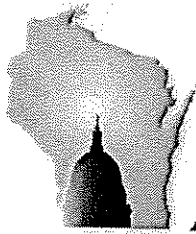
Attached is a copy of a request from the Department of Administration, received on September 21, 2001, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the District Attorneys.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Monday, October 8, 2001**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

Attachment

BB/JG/js



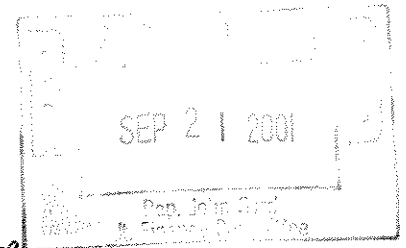
**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT McCALLUM**  
GOVERNOR

**GEORGE LIGHTBOURN**  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

**Date:** September 20, 2001  
**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance  
The Honorable John Gard, Co-Chair  
Joint Committee on Finance  
**From:** George Lightbourn, Secretary  
Department of Administration  
**Subject:** S. 16.515/16.505(2) Request(s)



Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2001-2002</u>		<u>2002-03</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
DAs 20.475(1)(h)	Gifts and grants		3.25*		3.25*

\* Project positions - 1.0 FTE for one year and 2.25 FTE for two years.

As provided in s. 16.515, the request(s) will be approved on October 11, 2001, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments

# CORRESPONDENCE MEMORANDUM

STATE OF WISCONSIN  
Department of Administration

**Date:** September 17, 2001  
**To:** George Lightbourn, Secretary  
Department of Administration  
**From:** Andrew J. Statz, Budget Analyst  
State Budget Office

AS

**Subject:** Request under s. 16.505 relating to OWI prosecution grants

## **REQUEST:**

The Department of Administration, on behalf of the Brown, Columbia, Manitowoc, Marathon, Outagamie, and Winnebago County district attorney offices, requests the authorization of 3.25 FTE PR assistant district attorney (ADA) project positions to prosecute operating while intoxicated (OWI) cases.

## **REVENUE SOURCE FOR APPROPRIATION:**

The revenue source for the appropriation under s. 20.475(1)(h) *Gifts and Grants* is federal funding awarded to several district attorney offices from the National Highway Traffic Safety Administration and the Federal Highway Administration of the U.S. Department of Transportation. These federal funds are administered by the Wisconsin Department of Transportation (DOT), Bureau of Transportation Safety.

Because ADA's are state employees, each county is required to use these federal funds to reimburse the state through Agency 475 (District Attorneys). As a result, these funds are treated as program revenue.

## **ANALYSIS:**

During its s. 13.10 meeting of December 19, 2000, the Joint Committee on Finance adopted a motion offered by Representative Huber and seconded by Representative Kaufert that provides \$300,000 FED for additional prosecutors for OWI cases. The motion transferred \$225,000 FED from the state highway rehabilitation program and \$75,000 FED from the local transportation facility improvement assistance program to the section 402 program. Programs under section 402 of the Highway Safety Act support state highway safety programs that are designed to reduce traffic crashes and resulting deaths, injuries, and property damage.

DOT worked with the State Prosecutors Office and the Wisconsin District Attorneys Association (WDAA) to develop an application process. Approval criteria included the programmatic quality of the application and the extent of unmet need for prosecutorial staff in the office. A committee of unaffected district attorneys and ADA's evaluated thirteen applications and made award recommendations to DOT, which reviewed and accepted the committee's

recommendation. DOT has signed individual agreements with district attorney offices to provide funding for ADA positions as follows:

<b>DA office</b>	<b>FTE and duration</b>
Manitowoc	0.25 FTE for two years
Brown	0.50 FTE for two years
Columbia	0.50 FTE for two years
Marathon	0.50 FTE for two years
Outagamie	0.50 FTE for two years
Winnebago	1.0 FTE for one year

These positions will be responsible for a variety of duties, including public outreach and liaison work with advocacy groups, training local law enforcement officers, and establishing vertical prosecution of OWI cases. Some counties cited the need for a position dedicated solely to OWI cases and the goal of reducing the amount of time to reach conviction.

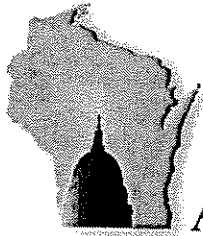
Each county will receive a fixed funding level. The Brown, Columbia, Marathon, Outagamie, and Winnebago County district attorney offices will each receive \$54,000. The Manitowoc County will receive \$30,000 for its 0.25 FTE. Position authority will expire upon complete expenditure of the grant award.

Funds may be used to pay for an ADA directly doing OWI casework or be used to backfill a position. Because award amounts will cover the costs of salary and fringe benefits at the minimum level, it is likely that most recipients will use the grant to expand the work of part-time staff or backfill the position to dedicate an experienced prosecutor to OWI cases.

Salary and benefits for the positions will be 100-percent federally funded. The exact amounts of additional PR expenditure authority in s. 20.475(1)(h) will be determined through the DOA allotment process. Since this is a continuing appropriation, approval of the Joint Committee on Finance is required only for the position authorization.

**RECOMMENDATION:**

Approve the request.



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

SCOTT McCALLUM  
GOVERNOR

GEORGE LIGHTBOURN  
SECRETARY

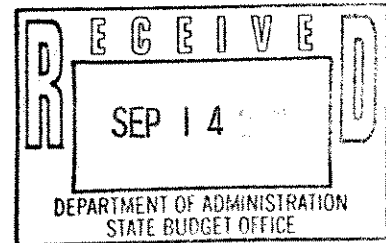
Division of Administrative Services  
State Prosecutors Office  
Post Office Box 7869  
Madison, WI 53707-7869  
Voice (608) 267-2700  
Fax (608) 264-9500 TTY (608) 267-9629  
stuart.morse@doa.state.wi.us

cc JJ  
AS

DATE: September 14, 2001

TO: David Schmiedicke, Administrator  
Division of Executive Budget and Finance

FROM: Charles E. McDowell, Administrator  
Division of Administrative Services



SUBJECT: **REQUEST UNDER S. 16.505 FOR DEPARTMENT 475:  
MILWAUKEE DISTRICT ATTORNEY'S OFFICE**

On behalf of the Brown, Columbia, Manitowoc, Marathon, Outagamie and Winnebago County District Attorneys' Offices, I submit the attached request for PR position authority for Department 475, District Attorneys.

If you have any questions, please direct them to Stuart Morse, Director, State Prosecutors Office (7-2700) or to Dick Wagner, Budget Analyst (6-0653).

Thank you for your attention to this matter.

Attachment

cc: Stuart Morse  
Dick Wagner

**DEPARTMENT OF ADMINISTRATION REQUEST UNDER S.16.505 FOR  
POSITION AUTHORIZATION**

**I. REQUEST**

The Department of Administration requests, under s.16.505, the authorization of 2.25 FTE Program Revenue (PR) prosecutorial positions for two years and 1.0 FTE Program Revenue (PR) prosecutorial position for one year in appropriation s.20.475(1)(h). These positions will be located in District Attorneys' offices as follows: 1) 0.5 FTE for two years in Brown, Columbia, Marathon and Outagamie Counties, 2) 0.25 FTE for two years in Manitowoc County, and 1.0 FTE for one year in Winnebago County. All positions would be effective October 7, 2001. The positions are funded through a grant awarded to the DA's office from the Wisconsin Department of Transportation, Bureau of Transportation Safety. The WI DOT receives these funds from the United States Department of Transportation.

**II. BACKGROUND**

In its December 19, 2000 s.13.10 meeting, the Joint Committee on Finance passed the following motion regarding the WI DOT:

Moved by Representative Huber and seconded by Representative Kaufert to make the following changes to reflect the transfer of funds from the hazard elimination safety program to the section 402 program: (a) delete \$225,000 FED from the state highway rehabilitation program; (b) delete \$75,000 FED from the local transportation facility improvement assistance program; (c) delete \$18,800 SEG-L from the local transportation facility improvement assistance program; and (d) provide \$300,000 FED for grants to local governments for additional prosecutors for OWI cases.

As a result of this action, The WI DOT worked with the Department of Administration and the Wisconsin District Attorneys Association to develop the process by which the 71 DA offices would compete for a share of these funds. Thirteen application from DA offices were received. A committee of DAs and ADAs from DA offices not applying and a representative of the Governor's office reviewed the applications and made recommendations to the WI DOT. The WI DOT accepted those recommendations and signed agreements with each recipient as indicated above.

### **III. ANALYSIS**

These positions are in furtherance of the state's goal of preventing drunk driving and sanctioning drunk drivers.

### **IV. FISCAL ANALYSIS**

Each DA office awarded an OWI prosecution grant receives a fixed amount of funds. Each DA office will monitor the actual salary and fringe benefit costs of the position funded by its grant and will end the position whenever the funds are fully expended.

### **V. REVENUE SOURCE FOR APPROPRIATION**

See the information on the December 2000 Joint Committee on Finance action quoted above.

### **VI. SPECIAL INFORMATION**

The co-chairs of the Joint Committee on Finance, in a letter to the Department of Administration Secretary dated June 12, 1996, set forth four additional items of information that should be included in a s.16.505 request for additional positions in the DA program.

- 1) *An explanation of the effect of the positions on weighted caseload for the requesting counties (the LAB methodology is suggested).*

Table 1 indicates the results of the LAB methodology using the modifications recommended by the Wisconsin District Attorneys Association and highlights the impact of the new position requested on the Milwaukee DA Office. The table uses the most current court data available (1998-2000) and the positions authorized as of September 14, 2001. It is important to note that the position need shown in the LAB methodology is a general need responding to all duties of a DA office and is not specific to a particular type of activity or caseload such as that covered by this grant.

- 2) *An assessment of similar caseload problems in counties not addressed by the request.*

This grant was offered to all DA offices by the WI Department of Transportation to assure that the highway safety responsibilities of the state are carried out.



**OWI Prosecution Grants**  
**s.16.505 request**  
**September 14, 2001**  
**Page 3**

3) *An explanation of why the request has greater priority than similar needs existing in other counties.*

This grant was offered to all DA Offices. WI DOT, DA and Gubernatorial staff have determined that, based on the proposed program and general office need, these positions would best be used by the DA offices selected to receive the awards.

4) *If the request is intended to address a specific type of caseload, an explanation of why this type of caseload has a greater priority than other types.*

The funds are limited to being used for OWI prosecution.

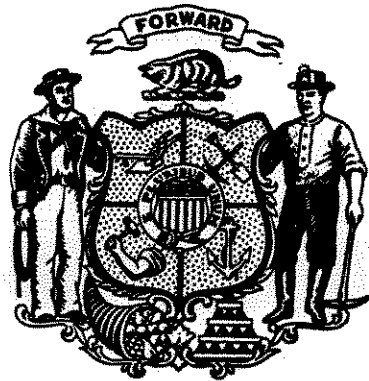
OWI Prosecution Grants  
s.16.505 request  
September 14, 2001  
Page 4

DA Office	Table 1	
	FTE needed before 16.505	FTE needed after 16.505
Adams	0.38	0.38
Ashland	0.75	0.75
Barron	0.53	0.53
Bayfield	0.28	0.28
<b>Brown</b>	<b>4.59</b>	<b>4.09</b>
Buffalo	-0.24	-0.24
Burnett	0.61	0.61
Calumet	0.23	0.23
Chippewa	0.71	0.71
Clark	0.36	0.36
<b>Columbia</b>	<b>1.90</b>	<b>1.40</b>
Crawford	0.04	0.04
Dane	4.54	4.54
Dodge	0.88	0.88
Door	0.28	0.28
Douglas	1.22	1.22
Dunn	-0.15	-0.15
Eau Claire	3.08	3.08
Florence	0.01	0.01
Fond du Lac	2.32	2.32
Forest	0.37	0.37
Grant	0.70	0.70
Green	0.47	0.47
Green Lake	0.05	0.05
Iowa	-0.05	-0.05
Iron	-0.12	-0.12
Jackson	-0.35	-0.35
Jefferson	1.20	1.20
Juneau	0.59	0.59
Kenosha	6.60	6.60
Kewaunee	-0.29	-0.29
La Crosse	2.40	2.40
Lafayette	-0.26	-0.26
Langlade	1.03	1.03
Lincoln	0.78	0.78
<b>Manitowoc</b>	<b>1.85</b>	<b>1.60</b>
<b>Marathon</b>	<b>2.41</b>	<b>1.91</b>
Marinette	0.19	0.19
Marquette	0.27	0.27
Milwaukee	-9.02	-9.02
Monroe	0.94	0.94
Oconto	0.38	0.38
Oneida	0.60	0.60
<b>Outagamie</b>	<b>6.21</b>	<b>5.71</b>
Ozaukee	0.99	0.99
Pepin	0.01	0.01

**OWI Prosecution Grants**  
**s.16.505 request**  
**September 14, 2001**  
**Page 5**

DA Office	FTE needed before 16.505	FTE needed after 16.505
Pierce	-1.25	-1.25
Polk	0.49	0.49
Portage	0.59	0.59
Price	0.14	0.14
Racine	3.82	3.82
Richland	-0.44	-0.44
Rock	2.16	2.16
Rusk	-0.09	-0.09
Saint Croix	-1.24	-1.24
Sauk	1.48	1.48
Sawyer	0.54	0.54
Shaw/Men	1.14	1.14
Sheboygan	4.23	4.23
Taylor	0.35	0.35
Trempealeau	0.60	0.60
Vernon	-0.94	-0.94
Vilas	-0.48	-0.48
Walworth	0.68	0.68
Washburn	0.29	0.29
Washington	1.29	1.29
Waukesha	-1.75	-1.75
Waupaca	0.27	0.27
Waushara	0.18	0.18
<b>Winnebago</b>	<b>4.12</b>	<b>3.12</b>
Wood	N/A	N/A

*END*



*END*

# THE STATE OF WISCONSIN

SENATE CHAIR  
BRIAN BURKE

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
JOHN GARD

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

October 22, 2001

Secretary George Lightbourn  
Department of Administration  
101 E. Wilson Street, 10<sup>th</sup> Floor  
Madison, WI 53702

Dear Secretary Lightbourn:

We are writing to inform you that the Joint Committee on Finance has reviewed your request, received October 3, 2001, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from the Technology for Educational Achievement in Wisconsin (TEACH) Board.

No objections have been raised to this request. Therefore, the request is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD  
Assembly Chair

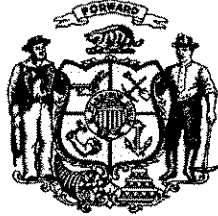
BB:JG:dh

cc: Members, Joint Committee on Finance  
Doris Hanson, Executive Director, TEACH Board  
Robert Lang, Legislative Fiscal Bureau  
Vicky LaBelle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
**JOHN GARD**

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard  
Co-Chairs, Joint Committee on Finance

Date: October 4, 2001

Re: s. 16.515/16.505(2), Stats. Request

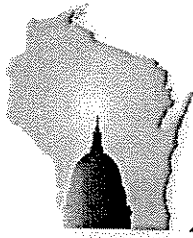
Attached is a copy of a request from the Department of Administration, received on October 3, 2001, pursuant to s. 16.515/16.505(2), Stats., pertaining to a request from TEACH Wisconsin.

Please review the material and notify **Senator Burke** or **Representative Gard**, no later than **Friday, October 19, 2001**, if you have any concerns about the request or if you would like to meet formally to consider it.

Also, please contact us if you need further information.

Attachment

BB/JG/js



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

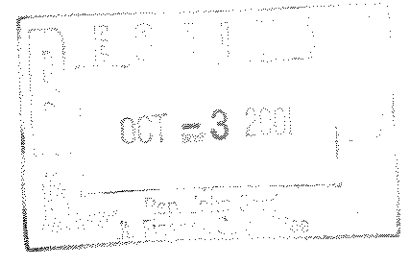
**SCOTT McCALLUM**  
GOVERNOR

**GEORGE LIGHTBOURN**  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
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TTY (608) 267-9629

**Date:** October 2, 2001  
**To:** The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance  
The Honorable John Gard, Co-Chair  
Joint Committee on Finance  
**From:** George Lightbourn, Secretary  
Department of Administration  
**Subject:** S. 16.515/16.505(2) Request(s)

*George Lightbourn*



Enclosed are request(s) that have been approved by this department under the authority granted in s. 16.515 and s. 16.505(2). The explanation for each request is included in the attached materials. Listed below is a summary of each item:

<u>AGENCY</u>	<u>DESCRIPTION</u>	<u>2001-2002</u>		<u>2002-03</u>	
		<u>AMOUNT</u>	<u>FTE</u>	<u>AMOUNT</u>	<u>FTE</u>
TEACH 20.275(1)(f)	Grants to libraries	\$ 500,000 *			

\* One-time expenditure authority.

As provided in s. 16.515, the request(s) will be approved on October 23, 2001, unless we are notified prior to that time that the Joint Committee on Finance wishes to meet in formal session about any of the requests.

Please contact Vicky LaBelle at 266-1072, or the analyst who reviewed the request in the Division of Executive Budget and Finance, if you have any additional questions.

Attachments



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT McCALLUM**  
GOVERNOR

**GEORGE LIGHTBOURN**  
SECRETARY

Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

---

**Date:** September 24, 2001

**To:** George Lightbourn, Secretary  
Department of Administration

**From:** Steven Milioto

**Subject:** Request Under s. 16.515 from TEACH Wisconsin for \$500,000 PR in FY02.

**REQUEST:**

TEACH Wisconsin is requesting \$500,000 PR in FY02 to increase expenditure authority in appropriation 20.275(1)(i), Grants to libraries. TEACH will use the additional expenditure authority to implement the Act 16 provision requiring TEACH to award grants to public libraries that do not have access to high-speed Internet data lines.

**REVENUE SOURCES FOR APPROPRIATION(S):**

TEACH will fund the awards to public libraries with \$500,000 from an award settlement with Ameritech.

**BACKGROUND:**

Act 16 requires TEACH to allocate \$500,000 from its settlement with Ameritech to award grants to public libraries for high-speed Internet data lines. The legislation specifies that libraries could use the grants for the infrastructure, wiring, communications hardware, computer and access costs associated with the installation and use of data lines in public libraries. The grants would be awarded in FY02 only.

Since appropriation 20.275 (1)(i) was zero-dollarated in the Chapter 20 schedule, TEACH is seeking legislative approval to expend this funding for the purpose described in Act 16.

**ANALYSIS:**

TEACH's request is consistent with the legislative intent contained in Act 16. TEACH



Page 2  
September 25, 2001

received \$500,000 PR in FY01 from Ameritech and is ready to expend the funding for grants to public libraries, pending legislative approval. The TEACH Board has yet to solicit proposals for grants under this program.

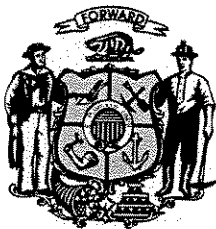
**RECOMMENDATION:**

Approve the request for \$500,000 PR of additional expenditure authority in FY02 in appropriation 20.275(1)(i). The request will implement the legislative intent contained in Act 16.

STATE OF WISCONSIN  
TEACH Wisconsin  
101 East Wilson Street, Madison, Wisconsin

SCOTT McCALLUM  
GOVERNOR

Doris J. Hanson  
Executive Director




TEACH Wisconsin  
Post Office Box 8761  
Madison, WI 53708-8761

Voice (608) 261-7437  
Fax (608) 261-7420  
TTY (608) 266-1213

Web Site: [www.teachwi.state.wi.us](http://www.teachwi.state.wi.us)

Date: September 19, 2001

To: David P. Schmiedicke, Director  
State Budget Office  
Department of Administration

From:  Doris J. Hanson, Executive Director  
TEACH Wisconsin

Subject: Request for Expenditure Authority Under s.16.515

CC BH  
SM

#### REQUEST

Under the provisions of s. 16.515 Wis. Stats, TEACH Wisconsin requests \$500,000 in one-time authority in FY02 to cover the REACH Grant Program. This request will increase authority in the PR appropriation under s. 20.275(1)(i), Grants to Public Libraries.

#### BACKGROUND

Today, 31% of the TEACH Wisconsin eligible Public Libraries "Have Not" taken advantage of the TEACH data line program in order to obtain adequate (patron) access to the Internet. They either have no access or low speed access. The REACH Grant is designed to create a level playing field for the Wisconsin libraries that "Have Not" been able to take advantage of the TEACH Telecommunication Access Program services.

The primary roadblock to meeting this objective is lack of funds to pay for the start up costs. They can not reach the standard level of access and service achieved by the other 69 percent of their statewide counterparts without additional financial assistance.

The TEACH Wisconsin Board has approved the REACH Grant Program that will use funds (\$500,000) received from the Public Service Commission, "Ameritech Service Fee Penalty Assessment" which was directed to TEACH. DPI will also contribute \$100,000 in LSTA funds to the REACH Grant Program. This joint TEACH/ DPI grant will make major strides in closing the 31% "Have Not Gap". Any eligible public library that currently does not participate in the TEACH T1 Telecommunication Access data line program is eligible for this grant.

Under the provision of 2001 Act 16, TEACH Wisconsin is required to seek legislative approval to expend these funds.

## FINANCIAL CONSIDERATIONS

Appropriation Changes. This request increases the FY02 expenditure authority under s. 20.275(1)(i), Grants to Public Libraries, by \$500,000.

Ameritech funds of \$500,000 were received in FY01 and deposited in the appropriation under s. 20.275(1)(g), Gifts and Grants. Upon approval of this request, \$500,000 of the Ameritech funds will be transferred from this appropriation to the appropriation s. 20.275(1)(i).

## SUMMARY

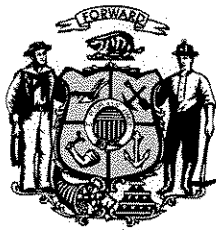
TEACH Wisconsin requests a \$500,000 one-time increase in FY02 expenditure authority to the appropriation under s. 20.275(1)(i). This authority will enable TEACH to fund the REACH Grant Program.

cc: Steve Milioto, State Budget Office  
Paul McMahon, Department of Administration  
Bob Lang, Legislative Fiscal Bureau

STATE OF WISCONSIN  
TEACH Wisconsin  
101 East Wilson Street, Madison, Wisconsin

SCOTT McCALLUM  
GOVERNOR

Doris J. Hanson  
Executive Director



TEACH Wisconsin  
Post Office Box 8761  
Madison, WI 53708-8761

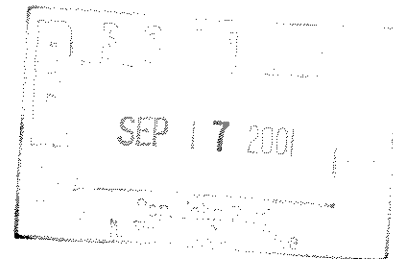
Voice (608) 261-7437  
Fax (608) 261-7420  
TTY (608) 266-1213

Web Site: [www.teachwi.state.wi.us](http://www.teachwi.state.wi.us)

September 14, 2001

The Honorable Brian Burke, Senate Chair  
Joint Committee on Finance  
State Capitol, 316 South  
Madison, WI 53701

The Honorable John Gard, Assembly Chair  
Joint Committee on Finance  
State Capitol, 308 East  
Madison, WI 53701




Dear Senator Burke and Representative Gard:

Enclosed is a copy of the REACH grant Request for Proposal (RFP) for public libraries that do not have Internet access or high-speed access to the Internet. During the TEACH budget deliberations with Joint Finance, this program - REACH - was discussed with the \$500,000 funding source from the Ameritech settlement.

TEACH and the Department of Public Instruction (DPI) have worked together to ensure all Wisconsin public libraries have access to the Internet. TEACH will be submitting shortly a request for expenditure authority under s. 16.515 for the \$500,000 which will provide up to \$6,000 per potentially 75-85 libraries for equipment and wiring. DPI will provide \$100,000 in federal funds to support data line costs for one year (not to exceed \$1,200 per library).

If you have any questions on this program or proposal, please contact me at 261-7438.

Sincerely,

  
Doris J. Hanson  
Executive Director

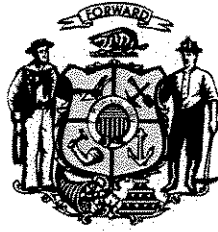
Enclosure

cc: Joint Finance Committee Members  
Bob Lang, Legislative Fiscal Bureau  
Secretary George Lightbourn, Department of Administration  
State Superintendent Elizabeth Burmaster, Department of Public Instruction  
TEACH Board Members

STATE OF WISCONSIN  
TEACH Wisconsin  
101 East Wilson Street, Madison, Wisconsin

SCOTT McCALLUM  
GOVERNOR

Doris J. Hanson  
Executive Director



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September, 2001

## REACH Grant for TEACH Program Eligible Libraries

This Packet Contains

Overview for REACH Grant for TEACH Program Eligible Libraries

REACH Grant Application Form for Libraries

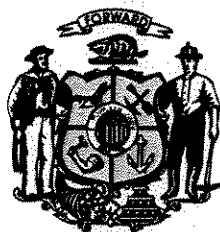
REACH Grant Contract for Libraries

TEACH T1 Data Line Application

STATE OF WISCONSIN  
TEACH Wisconsin  
101 East Wilson Street, Madison, Wisconsin

SCOTT McCALLUM  
GOVERNOR

DORIS J. HANSON  
EXECUTIVE DIRECTOR



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## Overview for REACH Grant for TEACH Program Eligible Libraries

Today, 31% of the TEACH Wisconsin eligible Public Libraries "Have Not" taken advantage of the TEACH data line program in order to obtain adequate (patron) access to the Internet. They either have no access or low speed access. The REACH Grant is designed to create a level playing field for the Wisconsin libraries that "Have Not" been able to take advantage of the TEACH Telecommunication Access Program services.

The primary roadblock to meeting this objective is lack of funds to pay for the start up costs. They can not reach the standard level of access and service achieved by the other 69 percent of their statewide counterparts without additional financial assistance.

The TEACH Wisconsin Board has approved the REACH Grant Program that will use funds (\$500,000) to pay for this grant received from the Public Service Commission, "Ameritech Service Fee Penalty Assessment" which was directed to TEACH. DPI will also contribute \$100,000 in LSTA funds to the REACH Grant Program. This joint TEACH/ DPI grant will make major strides in closing the 31% "Have Not Gap".

### Eligibility

Any eligible public library that currently does not participate in the TEACH T1 Telecommunication Access data line program is eligible for this grant. However, after start up costs are paid the library must have the ability to pay the for ongoing costs for service and maintenance. Applicants should NOT apply for this grant if they cannot afford to pay for the ongoing costs for three years. Applicants are also required to begin the installation process in a reasonable time frame after the grant equipment payment is awarded. A library could not for example, receive a grant check and then wait an extended period of time to acquire more funds to do other things associated with this kind of project. The installation process must start within 120 days of receiving the grant check.

### Grant Criteria

The intent is to award as many eligible grants as possible. This will be dependent upon the total number of grant applications received and the grant funds allocated. Should availability of funds become an issue the following criteria will be used.

1. Means is defined as the ability to pay for equipment, installation and continuing service without a grant. The least able to pay are the first candidates for funding.
2. Applicants, with a budget that can support ongoing annual costs incurred by the new technology, will be required to sign a 3-year grant contract stating they will support ongoing costs for 3 years. This includes ISP costs where applicable.
3. Need is also based on a system that ranks candidates relative to their current type of Internet connection. Ranking will consider no Internet connections vs. a very limited access connection.
4. Volume of foot traffic at the library.

5. Number of patron computers that are available today (before the grant).
6. Number of patron computers available for Internet access (after the grant).
7. Days per week the library is open to the public and the hours it is open.
8. Any innovative or enhanced patron service this grant would make possible that could not be done without the grant.
9. Should any further criteria be needed, either linking back today, or at some foreseen time in the near future, to a library systems headquarters and centralized automation system could become a tiebreaker.

#### **Data Line Connection Options**

There are three basic data line connection options for Internet access under the REACH Grant.

**Option 1:** Complete a TEACH Data line application form requesting a connection back to your library system headquarters. This option best supports the statewide initiative of positioning all libraries toward being able to share reduced ISP charges, sharing centralized automation systems and future library system connectivity. The DPI long term plan calls for connecting the library systems automation systems together to establish statewide integration. Under this option the library systems will negotiate the ISP cost for you with the ISP they have already chosen.

**Option 2:** The second option is to complete a TEACH data line application form connecting the library to the ISP of your choice. Under this option the library is responsible for negotiating the individual ISP charges directly with the provider and paying for those charges. Long term, if you choose to participate with your library systems centralized automated systems, you will need to negotiate with them the when and how that could be done. For example, using the Internet to access headquarters automation systems may require the headquarters to incur additional expense and develop firewall applications. If you choose this option it is important that you do some planning or have some discussion with you library system about future needs.

**Option 3:** The "alternative data line service option" does not require you to complete a TEACH data line application form. Under this option you will not be using a TEACH data line. This option allows you to procure, on your own, a local data connection service from the vendor of your choice to connect you to the ISP you choose. Under this option for example, you could choose ISDN, DSL, fractional T1, Cable TV, or a wireless ISP connection option. This will generally be a service only locally available to your specific area. It must support adequate Internet access and at rates you can afford to pay. With this option, you are completely on your own. This option was added because the TEACH Board wants to insure libraries to have all the best possible options available to support their individual needs. Under this option you can work directly with local service providers. You may possibly be able to negotiate special rates as a "community support project" from community vendors. However, it is important to consider your long term needs at this time and it is recommended you discuss this option with your library system.

### Estimated REACH Grant Equipment Costs (Internal Connections)

TEACH will provide up to \$500,000 to pay for one-time wiring and equipment cost for Patron Internet access. The grant will provide funding for purchasing wiring or wireless LAN products for rural libraries where applicable and purchase a high-speed LAN switch and router (when required) for rural libraries that do not have a LAN and wish to install one. DPI will provide \$100,000 to pay the TEACH data line cost or "alternative data line access" for the first year.

#### Example of Grant Equipment Payment Internal Connections (IC)

Equipment: hub/router	\$2,500
LAN Switch	\$1,500
Wiring	\$2,000
<b>TOTAL One Time Cost</b>	<b>\$6,000</b> (Maximum possible grant payment for IC)

NOTE: A wireless LAN option could be used to offset difficult or more expensive wiring requirements.

#### Example of Ongoing Annual Costs

TEACH Data Line	\$1,200*
ISP Costs	\$300-\$500
Maintenance	\$400
<b>TOTAL Annual Costs</b>	<b>\$2,100*</b>

The DPI grant will cover the first year of the data line cost. The estimated ongoing annual library costs for year 2 and 3 is estimated to be \$2,100. Libraries that obtain their own "alternative access line" will receive, from DPI, a maximum amount of \$1,200 for the cost of DSL (for example) service for the first year. If the service cost less than \$1,200 they will receive the actual cost. If DSL service cost \$600 annually, the library will get \$600. *ISP costs are not covered under this grant. These numbers are only shown as an example to depict potential total annual ongoing costs.*

### Grant Process

The REACH Grant process has two major phases. The First Phase is a grant submission process and the Second Phase is the REACH Grant approval and service installation process. It is recommended that you seek technical assistance from your library system to answer the questions in Phase 1 application submission process. You only have 90 calendar days to complete the application process.

**Do not make any financial commitments or sign any contracts for any work or service until your REACH grant is approved in writing by TEACH and you are in receipt of your signed REACH Grant Contract.**

### First Phase

Below is a description of issues you need to take into consideration and list of decisions you must make. You may want to consider engaging a network professional to assist you with these issues. The Reach application form also has helpful information for you to make these decisions as well as to help you successfully complete the application.

1. Decide what equipment is needed to support the Internal Connections in your building to connect your computer(s) to the Internet or service being delivered from your library system headquarters.
2. Does your building have Category 5 (Cat 5) wire and jacks installed? Do you have enough wired jack locations?
3. How many patron Internet access computers do you need to support?
4. How many jacks are working and how many are vacant (not working)?



5. If you do not have any new wiring currently installed or you do but need additional jacks wired, determine how many and where the jacks should be located. Cost will determine how many the grant will fund. It is very important that a trained installer does a pre-survey of wiring installation. When this is done any special needs or difficult issues that could impact cost are taken into consideration when quoting costs.
6. Do you have a Local Area Network (LAN) switch connecting your computers? (The LAN switch manages your data traffic on your in-house network [LAN] ).
7. If you are going to network a small number of computers, you can use a HUB rather than a LAN switch.
8. If it would be difficult to install physical wires to every jack- you could possibly install a wireless LAN. However even a wireless system requires some physical wiring. Make sure the cost to install power and Cat 5 wiring is included.
9. Decide which data line connection option you want. If you chose Option 1 or Option 2, fill out the TEACH Data Line Application form and attach it to your REACH grant application.
10. Data line Option 3, the "alternative data line connection", does not require a TEACH data line application.
11. With the TEACH data line (Options 1 or 2), the data line service is delivered to your building through the State of Wisconsin contract which purchases the data line service from your local telephone company.
12. With the TEACH data line, the telephone company terminates the T1 line at the point of entry in your building. Cat 5 wire needs to be installed from this point of entry to the data line termination called a CSU/DSU. The CSU/DSU is only provided with the TEACH data line Options 1 and 2 at no additional cost. There is a charge to install the wire between the TEACH T1 and the CSU/DSU. This cost can be included in the \$6,000 maximum amount of money that can be spent on your Internal Connections but make sure it is identified in the cost proposal.
13. If you elect data line option 3 you will need to purchase a CSU/DSU or possibly something else. This will be determined by the type of Internet access connection (DSL, ISDN, Wireless) you choose.
14. The next component required is a router. A router is likely required for any option you choose.
15. Seek professional help in making these decisions and obtaining costs. Complete your application and mail it to TEACH Wisconsin.

## **Phase 2**

The TEACH Board will announce REACH Grant Award Recipients. Grant awards will be posted on the TEACH website, about the same time, TEACH will return your signed REACH grant contract to you. You will also receive a letter of congratulations and your grant check for the cost of the Internal Connections equipment.

You may then sign your vendor contracts and install equipment. The installation of your equipment must start within 120 days of receipt of the grant check.

TEACH and DPI will work together in managing the first year data line cost payment process. For those who selected Option 1 or 2 for the TEACH data line, TEACH will bill DPI directly for 1-full year of data line cost of \$1,200. TEACH will directly bill the library for subsequent years under option 1 or 2. TEACH bills data lines only once annually between December and March for the current fiscal year.

With Option 3, alternative data lines, DPI will process payments directly with the library.

Original applications must be postmarked no later than Friday, December 14<sup>th</sup> 2001 and mailed to TEACH.  
**Faxed copies of grant applications and supporting documents will be rejected.**

Mail to:  
TEACH Wisconsin  
PO Box 8761  
Madison, Wisconsin 53708-8761  
Attention: Mike Mietz

Instructions on the application form require unsigned copies of vendor contracts, supporting cost information, vendor proposals and any documents explaining provider costs to be attached to the grant application.

The Internal Connections equipment grant will be based upon the cost identified in your application. It is essential that the total cost is clearly stated on the application and verifiable with attached proposal/unsigned contract information.

Once a grant is awarded, there can be no changes made relative to the amount of the award other than if the total cost of the project came in less than the grant requested. Any remaining balance must be returned to TEACH immediately.

General questions concerning this grant can be directed to Mike Mietz, TEACH WI. 608-261-7428.  
[mike.mietz@teachwi.state.wi.us](mailto:mike.mietz@teachwi.state.wi.us)

However

**Questions concerning TEACH data line applications and installations for Options 1 and 2** should be directed to Shannon Martin at TEACH WI. 608-264-7651  
[shannon.martin@teachwi.state.wi.us](mailto:shannon.martin@teachwi.state.wi.us)

Or

Questions concerning funding of data lines should be directed to Bob Bocher at DPI 608-266-2127  
[robert.bocher@dpi.state.wi.us](mailto:robert.bocher@dpi.state.wi.us)

For purposes of this grant program:

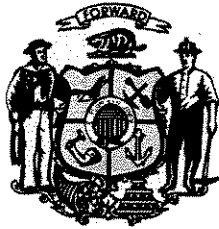
**Timeline:**

09/15/2001 - Grant Applications Mailed  
12/14/2001 - Grant Applications Deadline  
1/31/2002 - Grants Awards Announced

STATE OF WISCONSIN  
TEACH Wisconsin  
101 East Wilson Street, Madison, Wisconsin

SCOTT McCALLUM  
GOVERNOR

DORIS J. HANSON  
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## REACH Grant Application Form for Libraries

### Internal Connections Equipment and Wiring

**The following application must be filled out in its entirety (including any attachments and signatures). Incomplete applications will significantly delay processing time.**

If your library does not have a local area network (LAN) there are several ways to connect the library's computers for (patron) Internet access. For example, wiring each PC to a hub is often the simplest option. Another option is to wire PCs to a LAN switch. (With both these options a library does not have to install a full LAN with a server and other LAN components.) In buildings where wiring is not practical, a wireless LAN may be the best option. You need to choose the best option for your library.

The maximum amount of money available, per library, to complete an installed internal connections equipment and wiring solution for your library's patron Internet access is \$6,000. The actual amount of grant money awarded will be based upon actual total cost as defined by The Library in this application.

REACH grant funds from DPI to pay for first year data line costs will be awarded and managed separately. If a TEACH data line option is elected TEACH will bill DPI directly for the first year data line charge of \$1,200. If you elect the alternative data line Option # 3 DPI will make arrangements directly with you to facilitate payment of the first year cost.

**DO NOT ENTER INTO ANY CONTRACTUAL AGREEMENTS UNTIL YOU RECEIVE WRITTEN APPROVAL OF YOUR GRANT FROM TEACH.**

Attach a copy of the vendor/provider's proposal and the detailed purchase and installation cost of all components in their proposal to this grant application. A copy of the proposal and the unsigned contract is required in order for your grant application to be considered eligible for the approval process.

Your library system headquarters is allowed to provide a proposal to purchase the equipment and perform all the work to install the service for your library using library system technical personnel or the system may elect to outsource this work to another contractor. A proposal submitted by a library system to meet the needs of this grant would be considered a provider's proposal, as a library system is not a commercial vendor.

No library headquarters administrative overhead fees or equipment mark-ups can be charged to this grant. However, if library system personnel purchase the equipment, wiring, and material and also install the components, they may recover reasonable direct labor, material, equipment costs and reasonable mileage expenses. These reasonable costs must and expenses must be clearly identified in detail in the supporting cost proposal documentation.

If for any reason the final actual cost exceeds the cost identified in this application, any difference will NOT be covered under this grant and will be The Library's responsibility.

Please send a copy of the vendor's final invoice paid by The Library to TEACH when all work is complete. Should the cost of your completed installation be less than what was identified in this application the Library will be required to attach a check made out to TEACH Wisconsin that returns the unused balance to TEACH Wisconsin.

**General Information**

1. Application Date:	
2. Name of Applicant Library (The Library) where equipment will be installed:	
3. Physical Street Address:	
4. City:	Zip:
5. Mailing Address (if different than above):	
6. City:	Zip:
7. Library Administrator:	
8. Telephone # (including area code):	Fax # (including area code):
9. E-mail Address:	
10. Name of Library System affiliation:	
11. Name Technical Manager for Library System :	
12. Telephone # (including area code):	Fax # (including area code):
13. E-mail Address:	
14. Will library system headquarters personnel manage the purchasing process of the equipment and wiring as well as project manage the complete installation of service provided for in this grant?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
15. Name of the <u>Library System Project Coordinator</u> assigned to manage this project:	
16. Telephone # (including area code):	Fax # (including area code):
17. E-mail Address:	
18. If No, who is the person that will acquire and manage the complete installation of the equipment and service for this grant project for your library?	
19. Telephone # (including area code):	Fax # (including area code):
20. E-mail Address:	
21. Is this person a library employee?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
22. If No, identify their affiliation with the library?	

**Grant Supplemental Information**

23. Considering that many REACH libraries do not have the time, staff or expertise in this area of technology, have you involved your headquarters library in preparing this grant application proposal?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
24. Do you anticipate that your library either now or within the next 36 months will become a user of the library system's shared automation system or other shared centralized services?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
25. Does your library currently provide Patron Internet Access service?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
26. If yes, list the type of service - i.e. dial up, 56k data line, other and also list the number of computers that currently offer Patron Internet Access.	Type:  Number:
27. How many computers will be installed that will offer Patron Internet Access when this grant is completed? (Note: The cost of computers is not covered under this grant.)	Number:
28. Could your library purchase this equipment and service without this grant?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
29. Submission of this application will require you to maintain this service for a minimum of 36 months from the date the service is installed. Will your library sign a TEACH grant contract committing to 36 months of installed service?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
30. What are the total hours the library is open per year to patrons?	
31. Estimate the annual number of actual patrons (foot traffic) that use your library?	
32. Why is this grant important to your library?	
33. What would this grant allow the library to do that you could not do today aside from just increasing the availability of Internet access to patrons?	
34. Are there any issues you feel you need to bring to the attention of the TEACH staff concerning anything that may need to be covered that was not covered in the application questions that would impact the award of this grant or make it difficult to comply with the requirements?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
35. If Yes, please clarify:	

**Internal Connections Equipment Information**

36. How many hardwired jacks will be installed and what is the total cost of all jacks? Installed cost includes labor, materials and testing.	Number: Cost:
37. Will a LAN switch be required? If yes, what is the total installed cost? You may include 3 years of maintenance cost in this quote.	Yes: <input type="checkbox"/> No: <input type="checkbox"/> Cost:
38. Will a wireless be used? In some cases it may be more advantageous to install a wireless LAN. This could offset expensive wiring or simplify installation in buildings that have historical environments. If a wireless LAN is chosen there will still be some wiring costs. Identify the wiring cost above.	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
39. If yes, what is the total cost of the wireless system?	Cost:
40. Brand Name of wireless equipment:	
41. In some cases a LAN switch may not be required and Hub(s) can be used to connect computers. Will Hub(s) be used rather than a LAN?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
42. If yes, how many Hubs are to be used and the total installed cost?	Number: Cost:
43. What is the type of router to be used and what is the total installed cost?	Number: Cost:
44. If a TEACH data line will be installed, the CSU/DSU is provided with the data line. If you are not installing a TEACH data line, do you need to purchase a CSU/DSU, cable modems, etc.?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
45. If Yes, please list the type and the total installed cost.	Type: Cost:
46. <b>Total Internal Connections Equipment Cost.</b> If you have entered a dollar value on lines – 36, 37, 39, 42, 43, 45, total this amount here. This amount can not exceed \$6,000.	Total:

**Data Line Options**

47. Did you attach a TEACH Dataline application to this grant request?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
48. Identify which data line option you have chosen from the 3 options given below	
Data Line Option 1 <input type="checkbox"/>	Data Line Option 2 <input type="checkbox"/>
Data Line Option 3 <input type="checkbox"/>	
<p><b>Data Line Option 1:</b> Option 1 requires a completed TEACH Data line application form requesting a connection back to your system headquarters. This option best supports the statewide initiative of positioning all libraries toward being able to share significant reduced ISP charges, sharing centralized automation systems and future library system connectivity. There are plans for connecting the library systems automation systems together to establish statewide integration. Under this option the library system will negotiate the ISP cost for you with the ISP they have already chosen.</p>	

**Data Line Option 2:** Option 2 requires a completed TEACH data line application form connecting the library to the ISP of your choice. Under this option the library is responsible for negotiating the individual ISP charges directly with the provider and paying for those charges. Long term, if you choose to participate with your library systems centralized automated systems, you will need to negotiate with them the when and how that could be done. For example, using the Internet to access headquarters automation systems may require the headquarters to incur additional expense and develop firewall applications. If you choose this option it is important you do some planning or have some discussion with you library system about future needs.

**Data Line Option 3:** The "alternative data line service option" does not require you to complete a TEACH data line application form. Under this option you will not be using a TEACH data line. This option allows you to procure, on your own, a local data connection service from the vendor of your choice to connect you to the ISP you choose. Under this option for example, you could choose ISDN, DSL, fractional T1, Cable TV, or a wireless ISP connection option. This will generally be a service only locally available to your specific area. It must support adequate Internet access and at rates you can afford to pay. With this option, you are completely on your own. This option was added because the TEACH Board wants to insure libraries have all the best possible options to be available to them to support library individual needs. Under this option you can work directly with local service providers. You may possibly be able to negotiate special rates as a "community support project" from community vendors. However, it is important to consider your long term needs at this time and it is recommended you discuss this option with your library system.

**Internet Service Provider Cost Information (provide ISP cost for data line option 2 and 3 only)**

There are typically two parts to Internet service. The first is the ISP service or the actual Internet itself. The second part is the type of (data line) connection. The physical link (landline or wireless connection) between your building and the ISP building location (POP).

**For data line option 2,** please provide the information required on lines 49 through 52.

**For data line option 3,** alternative service, provide the information asked for on lines 49 through 59. Some vendors may choose to bundle these costs together. In order to be eligible for this grant, they must break down the cost for you requested in lines 49 through 59.

49. Name of ISP, Internet Service vendor:

50. Term of ISP contract:

51. Annual Cost of ISP Service:

52. Installation Charge:

53. Total first year cost:

**Option 3, Alternative Data Line Description.**

54. What kind of alternative data line will be used to connect you to the Internet? For example, DSL, ISDN, fractional T1, wireless, or other type of alternative data line service:

55. Data line vendor name:

56. Term of data line contract:

57. Annual line or connection cost:

58. Installation charge:

59. Total first year line connection cost:

**To complete this application form and attest all the information provided is accurate and that the applicant understands current and future obligations the signature of the applicant Library Administrator is required.**

Printed Name:

Title:

Signature:

Date:

In completing this application on line 29 you were asked if you would sign a 36 month REACH Grant Contract. If you checked yes, sign the attached contract and send it back to TEACH Wisconsin along with this application. Also attach the required supporting cost proposal information from the vendor / provider.

When your grant is approved a letter from the TEACH Board will be sent to you announcing approval of your REACH Grant. The letter will contain a TEACH Board signed copy of the grant contract for your records.

We wish to remind you again not to sign any vendor/provider contracts committing you to anything until after you have been notified in writing your REACH grant is approved.

REACH Grant Applications must be postmarked no later than Friday, December 14<sup>th</sup> 2001 and mailed to TEACH. **Faxed copies of grant applications and supporting documents can not be accepted.**

Mail to:  
TEACH Wisconsin  
PO Box 8761  
Madison, Wisconsin 53708-8761  
Attention: Mike Mietz

General questions concerning this grant can be directed to Mike Mietz, TEACH WI. 608-261-7428.  
[mike.mietz@teachwi.state.wi.us](mailto:mike.mietz@teachwi.state.wi.us)

However,

**Questions concerning TEACH data line applications and installations for Options 1 and 2** should be directed to Shannon Martin at TEACH WI. 608-264-7651  
[shannon.martin@teachwi.state.wi.us](mailto:shannon.martin@teachwi.state.wi.us)

Or

Questions concerning funding of data lines should be directed to Bob Bocher at DPI 608-266-2127  
[robert.bocher@dpi.state.wi.us](mailto:robert.bocher@dpi.state.wi.us)



STATE OF WISCONSIN

TEACH Wisconsin  
101 East Wilson Street, Madison, Wisconsin

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Web Site: [www.teachwi.state.wi.us](http://www.teachwi.state.wi.us)

## REACH Grant Contract for Libraries

As a REACH Grant Recipient, identified in the signature section below, commits to the following by accepting a REACH Grant payment for internal connections equipment requested in the grant application.

Signature on this agreement commits the REACH Grant Recipient (The Library) to the following conditions:

- The Library will provide Patron Internet Service Provider (ISP) Internet Access identified in the grant application for a minimum period of 36 months starting on the date that the internal connections equipment and Internet access service are fully installed.
- The Library commits to supporting a budget to support ongoing costs identified in the grant application for the full 36-month grant period. It is anticipated that the library will continue providing service after the grant period however the grant obligations to TEACH cease.
- The Library commits to maintaining the internal connections equipment identified in the grant application in an operable manner for the 3-year grant period.
- The Library will provide TEACH with a copy of the final purchase order, invoice or final bill showing payment to the vendor(s) who installed the internal connections equipment. If the cost to complete this project was less than what was identified in the grant application The Library will immediately remit to TEACH the unused balance with this notification.
- Should this project cost The Library more for the internal connections equipment than what was identified in the grant application The Library is responsible for the additional cost.
- Only the costs identified in the grant application are reimbursable, direct vendor costs. Any administrative overheads can not be funded.
- Should The Library for any reason not be able to meet these requirements during the term of this agreement they must contact TEACH Board immediately by providing a written explanation of the circumstances.
- If the grant applicant requested a TEACH Data Line, the terms and conditions associated with the TEACH Data Line Service Agreement, are separate from this contract and are not related. Approval of a TEACH Data line application is done in accordance with current TEACH Board policy and the established statutes and administrative rules.

Name of The Library: \_\_\_\_\_

Library Administrator: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

TEACH Executive Director: Doris J Hanson

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## T-1 DATALINE APPLICATION

### Section I – Central Administration

1.1 Application Date: \_\_\_\_\_  
1.2 Name of School, District, or Library: \_\_\_\_\_  
1.3 Postal Address: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
1.4 Street Address: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_  
1.5 City: \_\_\_\_\_ ZIP: \_\_\_\_\_

#### Central Administrator:

1.6 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
1.7 Title: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
1.8 E-mail Address: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

#### Billing Contact:

1.9 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
1.10 Title: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
1.11 E-mail Address: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

### Section II – Point of Installation ("A" Location)

2.1 Name of Installation Site: \_\_\_\_\_ Requested Installation Date: \_\_\_\_\_  
2.2 Postal Address: \_\_\_\_\_ Nearest Cross Street: \_\_\_\_\_  
2.3 Street Address: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
2.4 City: \_\_\_\_\_ ZIP: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

#### Project Coordinator:

2.5 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
2.6 Title: \_\_\_\_\_ Telephone #: ( ) \_\_\_\_\_  
2.7 E-mail Address: \_\_\_\_\_ Fax #: ( ) \_\_\_\_\_

### Section III – Technology Plan

3.1 Libraries:  Check here to verify you are a part of your library system's DPI certified technology plan.  
3.2 Schools:  Check here to verify your *certified* technology plan is attached to this application. **REQUIRED**  
What organization certified your technology plan? \_\_\_\_\_  
When will certification of the tech plan expire? \_\_\_\_\_

**Section IV – Additional Installation Information:**

4.1 When will your site be accessible for installation?  Mornings only  Afternoons only  All Day  
 If your facilities are closed on a weekday, indicate which days:  M  T  W  Th  F  
 Additional notes regarding installation time and building accessibility: \_\_\_\_\_

4.2 Name or number of room where CSU/DSU will be located: \_\_\_\_\_

4.3 Inside wiring must connect the Smart Jack—where the T-1 circuit enters your building—to the CSU/DSU where your router and server are. A 6 foot cord will accompany the TEACH-provided CSU/DSU, but if the distance is greater than 6 feet, you must make arrangements for the inside wiring to be installed. This wiring can be put in place by an independent vendor with whom you contract.

We will make our own arrangements to install and maintain the inside wiring.

**Section V – Point of Termination (“Z” Location)**

5.1 What organization will provide Internet service across this T-1 line? \_\_\_\_\_

5.2 Will the requested dataline terminate at the Internet Service Provider?  Yes  No  
 If no, where will the line terminate? \_\_\_\_\_

5.3 Contact person at termination point: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

5.4 Address of termination point. If termination is at ISP, provide address of ISP’s Point of Presence (POP)  
 Street: \_\_\_\_\_  
 City: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Section VI – Authorization**

**This application must be signed by the highest level officer of the applying entity!  
 Examples: Superintendent of a school district, Director of a library, etc.**

6.1 Branch Library?: Yes  No

6.2 Application Completed By: \_\_\_\_\_

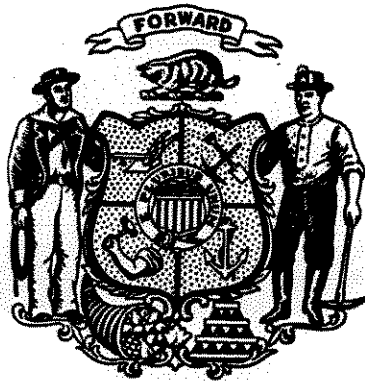
6.3 Telephone Number: \_\_\_\_\_

6.4 Signature of Authorized Person: \_\_\_\_\_ Date: \_\_\_\_\_

6.5 Printed Name of Authorized Person: \_\_\_\_\_

6.6 Title of Authorized Person: \_\_\_\_\_

*END*

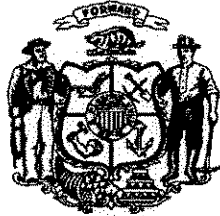


*END*

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

317-E Capitol  
P.O. Box 7882  
Madison, WI 53707-7882  
Phone: (608) 266-8535



ASSEMBLY CHAIR  
**JOHN GARD**

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

October 22, 2001

David Schmiedicke, Director  
State Budget Office  
Department of Administration  
101 E. Wilson St.  
Madison, WI 53702

Dear Mr. Schmiedicke:

We are writing to inform you that the Joint Committee on Finance has reviewed the amended report, received October 4, 2001, pursuant to s. 16.517, Stats., concerning initial modifications to program revenue or program revenue-service appropriations or to FTE position levels funded from these revenue sources.

The Joint Finance Committee did not schedule a meeting to consider the report. Accordingly, the report is approved.

Sincerely,

Handwritten signature of Brian Burke in black ink.

BRIAN BURKE  
Senate Chair

Handwritten signature of John G. Gard in black ink.

JOHN G. GARD  
Assembly Chair

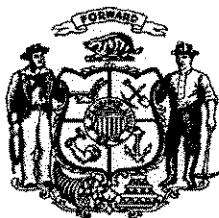
BB:JG:dh

cc: Members, Joint Committee on Finance  
Robert Lang, Legislative Fiscal Bureau  
Vicky LaBelle, Department of Administration

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

317-E Capitol  
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ASSEMBLY CHAIR  
**JOHN GARD**

308-E Capitol  
P.O. Box 8952  
Madison, WI 53708-8952  
Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard

Re: Program Revenue Adjustments

Date: October 1, 2001

Attached is a copy of a report from the Department Administration, pursuant to s. 16.517, Stats., received on October 1, 2001. The report provides information on initial modifications that are necessary to program revenue or program revenue-service appropriations or to FTE position levels funded from these revenue sources.

If the Joint Committee on Finance does not schedule a meeting for the purpose of reviewing the proposed modifications within 14 working days, the department may make the modifications specified in the report.

Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Wednesday, October 17, 2001**, if you have any concerns about the report or if you would like the Committee to meet formally to discuss it.

Also, please contact us if you need further information.

Attachment

BB:JG:dh

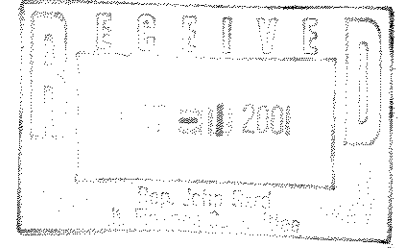
STATE OF WISCONSIN  
DEPARTMENT OF ADMINISTRATION  
101 East Wilson Street, Madison, Wisconsin

TOMMY G. THOMPSON  
GOVERNOR  
MARK D. BUGHER  
SECRETARY



Mailing Address:  
Post Office Box 7864  
Madison, WI 53707-7864

October 1, 2001



The Honorable Brian Burke, Co-Chair  
Joint Committee on Finance  
316 South, State Capitol  
Madison, WI 53702

The Honorable John Gard, Co-Chair  
Joint Committee on Finance  
315 North, State Capitol  
Madison, WI 53702

Dear Senator Burke and Representative Gard:

According to the provisions of Section 16.517 of the Statutes, the Department of Administration must submit within 30 days of the effective date of a biennial budget bill, a report detailing any initial modifications that are necessary to program revenue or program revenue-service appropriations or to FTE position levels funded from these revenue sources. These modifications reflect only the necessary ongoing base adjustments as authorized under s. 16.505 (2) or (2m) and s. 16.515 during 2000-01 and which were not incorporated into the 2001-03 authorized budget levels.

Pursuant to this statute, the Department submits the attached report detailing the agency, appropriation, and ongoing dollar and FTE adjustments necessary in 2001-02 and 2002-03 to comply with s. 16.517.

If the Joint Committee on Finance does not schedule a meeting to review this report within 14 working days, it will be considered approved on October 19, 2001.

Any questions regarding this report should be directed to Deborah Uecker at 267-0371.

Sincerely,

A handwritten signature in cursive script that reads "David Schmiedicke".

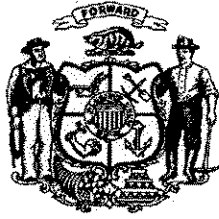
David Schmiedicke  
State Budget Office

cc: Robert Lang, Legislative Fiscal Bureau

# THE STATE OF WISCONSIN

SENATE CHAIR  
**BRIAN BURKE**

317-E Capitol  
P.O. Box 7882  
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ASSEMBLY CHAIR  
**JOHN GARD**

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P.O. Box 8952  
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Phone: (608) 266-2343

## JOINT COMMITTEE ON FINANCE

### MEMORANDUM

To: Members  
Joint Committee on Finance

From: Senator Brian Burke  
Representative John Gard

Re: Program Revenue Adjustments

Date: October 5, 2001

Attached is a copy of an amended report from the Department of Administration, pursuant to s. 16.517, Stats., received on October 4, 2001. The amended report provides information on initial modifications that are necessary to program revenue or program revenue-service appropriations or to FTE position levels funded from these revenue sources.

If the Joint Committee on Finance does not schedule a meeting for the purpose of reviewing the proposed modifications within 14 working days, the department may make the modifications specified in the report.

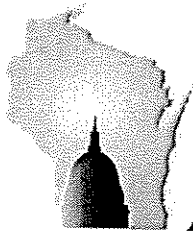
Please review the material and notify **Senator Burke** or **Representative Gard** no later than **Friday, October 19, 2001**, if you have any concerns about the report or if you would like the Committee to meet formally to discuss it.

Also, please contact us if you need further information.

Attachment

BB:JG:dh





WISCONSIN DEPARTMENT OF  
ADMINISTRATION


SCOTT McCALLUM  
GOVERNOR

GEORGE LIGHTBOURN  
SECRETARY

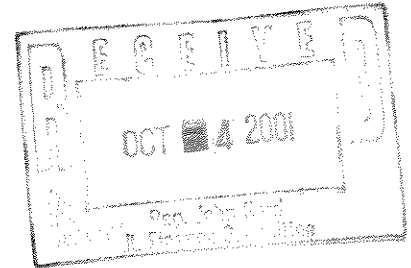
Office of the Secretary  
Post Office Box 7864  
Madison, WI 53707-7864  
Voice (608) 266-1741  
Fax (608) 267-3842  
TTY (608) 267-9629

**Date:** October 3, 2001

**To:** Senator Brian Burke, Co-Chair  
Representative John Gard, Co-Chair  
The Joint Committee on Finance

**From:** David Schmiedicke   
State Budget Director

**Subject:** Addendum to 2001 30 Day Report under s. 16.517



Due to staff oversight, one item should be excluded in the 2001 30 Day Report under s. 16.517, dated October 1, 2001.

The item that should be removed from the report regards the Department of Revenue (DOR) approved request for ongoing expenditure authority of \$207,500 PR and 2.5 PR FTE permanent positions in FY02 and \$137,600 PR and 1.5 PR FTE permanent positions in FY03 to its appropriation s. 20.566 (1)(ge), *Administration of local professional football stadium district taxes*. It is unnecessary to include this item in the report, since it was added to the department's budget by the Legislature during the 2001-03 biennial budget process.

A copy of the amended 2001 30 Day Report under s. 16.517 is attached. If the Joint Committee on Finance does not schedule a meeting to review this report within 14 working days, it will be considered approved on October 23, 2001.

Any questions regarding this report should be directed to Deborah Uecker at 267-0371.

Cc: Robert Lang, Legislative Fiscal Bureau

2001 30 Day Report under s. 16.517

JCF DATE	AGENCY	APPN	NUMERIC	REQUEST	APPROVED	FY02 Approved Ongoing	FY03 Approved Ongoing
						\$\$\$	\$\$\$
07/03/2000	DATCP	20.115(1)(i)	132	Sale of supplies	\$10,000 ongoing	10,000	10,000
07/03/2000	COMM	20.143(3)(j)	321	Safety and building operations	\$104,500 approved, but \$8,000 was one-time funding. 1.5 FTE permanent positions.	96,500	96,500
07/03/2000	TREAS	20.585(1)(kb)	136	General program operations	1.0 FTE project position ending on December 31, 2001. Also, include this 1.0 FTE project position and \$17,400 in the adj. base budget	17,400	17,400
07/03/2000	DOC	20.410(1)(kx)	167	Interagency and intra-agency programs	Conversion of 6.5 FTE project positions to permanent positions	6.50	6.50
07/03/2000	DOC	20.410(1)(kx)	167	Interagency and intra-agency programs	Conversion of 6.5 FTE project positions to permanent positions	-6.50	-6.50
07/11/2000	UWS	20.285(1)(kr)	154	UW center for tobacco research and intervention	7.5 FTE permanent positions	7.50	7.50
10/11/2000	DHFS	20.435(6)(g)	621	Nursing facility resident protection	1.0 project position ending on September 30, 2002	1.00	1.00
10/17/2000	UWS	20.285(1)(kv)	159	Stray voltage research	2.0 FTE project positions ending on September 30, 2004	2.00	2.00
12/07/2000	DA	20.475(1)(h)	132	Gifts and grants	1.0 FTE project position ending on March 14, 2002	1.00	
12/07/2000	Sup. Court	20.680(3)(h)	333	Board of attorneys professional responsibility	5.50 FTE permanent positions	5.50	5.50
12/07/2000	Sup. Court	20.680(4)(h)	422	Gifts and grants	1.50 FTE permanent positions, converted from LTE	1.50	1.50
12/12/2000	DWD	20.445(1)(gb)	127	Local agreements	13.0 FTE permanent positions	13.00	13.00
12/12/2000	DWD	20.445(1)(gb)	127	Local agreements	10.0 FTE project positions ending on October 31, 2002		
12/28/2000	DOC	20.410(1)(i)	133	Gifts and grants	2.0 FTE project positions ending on June 30, 2003	10.00	10.00
12/28/2000	DA	20.475(1)(h)	132	Gifts and grants	2.0 FTE project positions ending on September 30, 2002	2.00	2.00
12/28/2000	DOR	20.566(3)(g)	331	Services	\$51,100 total approved in FY01. \$42,100 is ongoing and \$9,000 is one-time.	42,100	42,100
01/17/2001	DA	20.475(1)(h)	132	Gifts and grants	Conversion of 1.0 FTE project position to permanent position	1.00	1.00
01/17/2001	DA	20.475(1)(h)	132	Gifts and grants	Conversion of 1.0 FTE project position to permanent position	-1.00	-1.00
01/29/2001	BOALT	20.432(1)(k)	131	Contracts with state agencies	1.0 FTE project position ending on December 31, 2001	1.00	1.00
01/31/2001	DOC	20.410(1)(kx)	167	Interagency and intra-agency programs	1.0 FTE permanent position	1.00	1.00
02/27/2001	DWD	20.445(2)(ha)	229	Worker's compensation operations	\$44,200 ongoing	44,200	44,200
03/20/2001	DPI	20.255(1)(ke)	132	Funds transfer from other state agencies	1.0 FTE project position ending on June 30, 2002	1.00	1.00

2001 30 Day Report under s. 16.517

JCF DATE	AGENCY	APPN	NUMERIC	REQUEST	APPROVED	FY02 Approved Ongoing		FY03 Approved Ongoing	
						\$\$\$	FTE	\$\$\$	FTE
03/20/2001	DWD	20.445(1)(gb)	127	Local agreements and intra-agency programs	10.0 FTE project positions ending on January 31, 2002				
03/20/2001	DWD	20.445(1)(ka)	120	Interagency and intra-agency programs	13.0 FTE project positions ending on January 31, 2002		10.00		
03/20/2001	DWD	20.445(1)(ha)	129	Worker's compensation operations	\$253,100 ongoing	253,100	13.00		
05/02/2001	SHS	20.245(5)(g)	531	Admissions, sales and other receipts	0.50 FTE permanent position			253,100	
05/02/2001	SHS	20.245(5)(k)	535	Funds received from other state agencies	0.25 FTE permanent position				0.50
06/12/2001	DWD	20.445(1)(ha)	129	Worker's compensation operations	\$205,400 ongoing and 2.0 FTE permanent positions	205,400	2.00	205,400	2.00
06/19/2001	DHFS	20.435(2)(gk)	229	Institutional operations and charges	\$134,600 one-time in FY01, \$1,615,600 ongoing in FY02 and FY03	1,615,600		1,615,600	
06/19/2001	DOJ	20.455(2)(k)	233	Interagency and intra-agency assistance	0.50 FTE permanent position		0.50		0.50
07/16/2001	DOC	20.410(1)(kx)	167	Interagency and intra-agency programs	3.0 FTE project positions ending June 30, 2004		3.00		3.00
<b>Source: FY01 16.505/16.515 binder created by Vicky LaBelle</b>									
<b>Totals</b>						<b>2,309,900</b>	<b>80.25</b>	<b>2,266,900</b>	<b>53.25</b>