STATE OF CONNECTICUT

PUBLIC UTILITIES REGULATORY AUTHORITY

Public Educational and Governmental Programming and Education Technology Investment Account (PEGPETIA) Grant Program

This packet contains:

1. Grant Application Forms

2. Instructions for Application

3. General PEGPETIA Information

Before completing the application, please read all instructions carefully and thoroughly. Incomplete applications will be rejected.

Issued: October 23, 2019

**Part I General Information**

|  |  |  |
| --- | --- | --- |
| 1. Organization Name |  | |
| 2. Mailing Address |  | |
| 3. Employer Identification Number |  | |
| 4. Contact Name and Title |  | |
| 5. Contact Phone Number |  | |
| 6. Contact Email Address |  | |
| 7. Amount Requested ($) |  | |
| 8. Purpose of Grant  (Check one) | Capital and equipment costs related to producing/procuring programming  Education technology initiative | |
| 9. Compliance with state of Connecticut Grant Contracting Requirements | | |
| The Applicant has carefully read the State of Connecticut PERSONAL SERVICE AGREEMENT/GRANT/CONTRACT form provided with this Application and understands that any grant issued under the PEGPETIA program shall be subject to the terms and conditions contained therein, as may be modified by the State of Connecticut. | | (Check one)  Yes  No |
| 10. Name and Title of Authorized Individual |  | |
| 11. Signature (required) |  | |
| Under the penalty of law, by signing this application, I affirm that the information provided to the Public Utilities Regulatory Authority is true and correct to the best of my knowledge and that any errors of omissions will be timely corrected and resubmitted. | | |

**Part II Applicant Eligibility**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Organization Type (Check one) | **PEG Programming**  Local community antenna television and video advisory council  State-wide video advisory council  Public, educational and governmental programmer  Public, educational and governmental studio operator  **Education technology initiative**  Board of Education  Public library  Other education entity (explain below) | | | |
| 2. Organization Description | | | | |
| [Type here] | | | | |
| 3. Certification of Legal Existence  Is the organization registered with Connecticut Secretary of the State and up-to-date with its filing obligations? | | (Check one)  Yes  No | Provide Secretary of the State ID#: | *[Insert SOTS ID#]* |
| 4. 501(c) non-Profit Designation  (if applicable) | |  | | |
| 5. Organization’s Experience and Competency | | | | |
| [Type here] | | | | |
| 6. Prior PEGPETIA Grants | | | | |
| [Type here] | | | | |

**Part III Investment or Initiative Eligibility**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. description of Proposed Capital and Equipment Investment or Education technology initiative | | | |
| [Type here] | | | |
| Has the investment or initiative been completed as of the date of the application? | | Yes, Explain in Section 4 below.  No | |
| 2. Affected geographical area(s) and/or school system(s) and number and subscribers/students | | | |
| [Type here] | | | |
| 3. Itemized Budget – **Submit an Excel format spreadsheet using template provided** | | | |
| Do costs other than for equipment exceed 10% of the total costs? | Yes, Explain in Section 1 above.  No | | |
| 4. Schedule for implementation of investment or initiative (include milestones and associated dates) | | | |
| [Type here] | | | |
| 5. Identify objective performance measures | | | |
| [Type here] | | | |
| 6. Compliance with Community Access Rules | | | |
| The Applicant understands that it must review and comply with the relevant community access provider operating rules and regulations, including the prohibition of the presentation of any advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office). The Applicant further acknowledges that no organization or company providing community access operations shall exercise editorial control over programming, except as to programming that is obscene and except as otherwise allowed by applicable state and federal law. | | | (Check one)  Yes  No |
| 7. Partner Organizations or other funding sources (if applicable) | | | |
| [Type here] | | | |

**Submission of Application**

Applicants must complete and submit the Application electronically [to the Public Utilities Regulatory Authority (PURA](https://www.ct.gov/pura/cwp/view.asp?a=3364&q=404110&puraNav_GID=1702))[[1]](#footnote-1) during the Application period, which opens on November 1, 2019, and closes on January 31, 2020. Applicants who have not previously registered must register on the PURA Website: <https://www.ct.gov/pura>.

The Application must be filed as a Motion under **Docket No. 19-11-01**. At the completion of filing, the Application will be assigned a unique Motion Number. The allowable electronic filing size is 25 MB. If an Application and attachments exceed the allowable limit, the Application form must be filed as a motion, and the attachments must be filed as supplemental filings to the same motion. All subsequent filings pertaining to the Application must be filed as a supplement to the Motion under the assigned Motion Number. Questions regarding the electronic filing of the Application should be directed to Ermelinda Flynn at [Ermelinda.flynn@ct.gov](mailto:Ermelinda.flynn@ct.gov) or 860 827-2624.

In addition to the electronic filing, Applicants shall submit one original and one copy in separate envelopes to PURA. The original shall be addressed to the attention of the Executive Secretary and the copy shall be addressed to the attention of Gail Lucchina.

The completed Applications are to be sent to:

Public Utilities Regulatory Authority

Attn: [Executive Secretary or Gail Lucchina]

PEGPETIA Grant

Ten Franklin Square

New Britain, CT 06051

General questions regarding the PEGPETIA program should be directed to Gail Lucchina at [Gail.Lucchina@ct.gov](mailto:Gail.Lucchina@ct.gov) or 860 827-2672.

**Part I General Information**

1. Identify the full legal name of the organization requesting the grant.
2. Provide the mailing address of the organization, including P.O. Box number, suite number, building number, or floor, if applicable.
3. Provide the nine (9) digit employer identification or tax ID number.
4. Identify the name and title of the primary contact person to whom correspondence regarding this grant application should be addressed.
5. Provide the telephone number of the contact person listed in item #4
6. Provide the email address of the contact person listed in item #4.
7. State the total dollar amount of the grant requested.
8. Check the box for the grant category. PEGPETIA grants are available:
   1. To subsidize capital and equipment costs related to producing and procuring PEG programming. This category is for local community antenna television and video advisory councils; the state-wide video advisory council; PEG programmers and PEG studio operators.
   2. For education technology initiatives. This category is for boards of education, public libraries, and other education entities.
9. Verify that the Applicant has carefully read the State of Connecticut PERSONAL SERVICE AGREEMENT/GRANT/CONTRACT form.
10. Identify the name and title of the individual who is authorized to sign this Application on behalf of the Organization. This may be a person other than listed in item #4.
11. Sign the Application attesting to accuracy. This section must be signed by the person identified in item #10.

**Part II Applicant Eligibility**

1. Check the box indicating the type of organization applying for the grant. If checking “other education entity,” explain how the organization is an “education entity” in item #2. If unsure, check the box most similar to the organization and explain in item #2.
2. Describe the organization, including the purpose of the organization, the communities it serves, and how the investment or initiative will advance the organization’s mission. Use as much space as necessary.
3. Certify that the organization is in good standing with the Connecticut Secretary of State and provide the Secretary of State ID number.
4. Identify the non-profit tax status of the organization, if applicable. For example, 501(c)(3).
5. Describe the organization’s experience with PEG-related activities, education technology initiatives and grant administration. Identify current capabilities and the individuals who are qualified to operate the equipment. The Applicant must demonstrate that it is competent to execute the investment or initiative. Use as much space as necessary.
6. State whether the Applicant has previously received a PEGPETIA grant. If so, identify the docket number and provide a description of the previous investment or initiative. State whether the Applicant complied with the conditions of the grant.

**Part III Investment or Initiative Eligibility**

1. Describe the capital and equipment investment or education technology initiative in detail. Explain the purpose of the investment or initiative and how it will enhance PEG programming or education technology. For equipment, state whether the equipment or similar equipment is available from the local community access studio and, if so, why the purchase is necessary. Check the appropriate box to indicate if the Applicant has completed the investment or initiative for which a grant is being requested. Use as much space as necessary.
2. Identify the geographic area(s) and/or school systems that will benefit from the investment or initiative and the total number of subscribers/students who will be affected by the investment or initiative.
3. Provide a complete itemized budget for the investment or initiative using the Excel form provided as part of the Application Form. Check the box if costs other than for equipment exceed 10% of the total investment or initiative costs.

To complete the Excel form:

* + In Column (A), briefly label each discreet cost or item.
  + In Column (B), using the drop down menu, select the type of expenditure (Equipment, Design Fees, Installation cost, Training, Warranty/Insurance, Other).
  + In Column (C), describe the cost or item in more detail. For equipment, provide the product number, manufacturer, and vendor. For services, identify the vendor or contractor.
  + In Column (D), state the quantity of items in the budget.
  + In Column (E), list the total cost for each line item.
  + In Column (F), using the drop down menu, indicate if supporting documentation is provided.

For each item, provide supporting documentation, including copies of bids, estimates, and quotes.

Software may be categorized as equipment. Non-equipment costs for design and engineering, installation, training, and warranties/insurance must be reasonable and should be limited to less than 10 percent (10%) of the overall grant request. If non-equipment costs exceed 10%, provide an explanation in item #1 of Part III. Other non-equipment expenses such as salaries, service agreements or stipends are not permitted as part of the grant request.

1. Provide a project schedule for the investment or initiative. The schedule shall include key milestones and associated dates based on the anticipated duration from receipt of grant funding. Use as much space as necessary.
2. Identify objective performance measures that can be used to evaluate the success or effectiveness of the investment or initiative. Use as much space as necessary.
3. Applicants must acknowledge that they will comply with relevant community access provider operating rules and regulations.
4. Provide the name and address of any partner organization for the investment or initiative. Explain the role of the partner organization in the investment or imitative, including any funding. Provide a letter from the partner organization confirming its involvement in the investment or initiative.
5. **Purpose of the PEGPETIA Account**

Through Conn. Gen. Stat. § 16-331cc, the General Assembly established the “public, educational and governmental programming and education technology investment account” (PEGPETIA) to promote and improve public, educational and governmental (PEG) access programming in Connecticut. The General Assembly’s goal was to increase the quantity, quality and variety of PEG programming currently being produced in Connecticut.

The PEGPETIA account is funded exclusively through a tax on the gross earnings of television and video service providers in Connecticut. The Authority was directed to make available fifty percent of the funds in the PEGPETIA account to local community antenna television and video advisory councils; the state-wide video advisory council; PEG programmers and PEG studio operators to subsidize capital and equipment costs related to producing and procuring PEG programming. The Authority was further directed to make the other fifty percent available to boards of education and other education entities for education technology initiatives.

In accordance with Conn. Gen. Stat. § 16-331cc, the Authority issued a Final Decision dated March 26, 2008, in Docket No. 07-10-1107-10-11 DPUC Proceeding to Establish Administrative Guidelines for the Public Educational and Governmental Programming and Education technology Investment Account Pursuant to Public Act 07-253 (PEGPETIA Decision) establishing the procedures for applying for allocations from the PEGPETIA account. On August 14, 2019, the Authority reopened Docket No. 07-10-11 for the limited purpose of reviewing the grant eligibility requirements and the guidelines for evaluating grant applications. The Authority issued a Final Decision in Docket No. 07-10-11RE01 on October 23, 2019.

1. **PEGPETIA Funding**

Over the past several years, PEGPETIA funding was transferred to Connecticut’s General Fund, and such transfers continued pursuant to Conn. Gen. Stat. § 16-331ii, for the fiscal year ending June 30, 2018, and were scheduled to occur each fiscal year thereafter. Consequently, no grant applications have been accepted since the funding transfers took effect. In the 2019 legislative session, however, pursuant to Section 370 of Public Act 19-117, the state comptroller was directed to transfer $7,000,000 of the resources of the General Fund to the PEGPETIA program. As a result, the Authority has re-initiated the PEGPETIA grant process to award the $7,000,000.

Notably, Section 350 of Public Act 19-117 modifies Conn. Gen. Stat. § 16-331ii by ending the transfers from the PEGPETIA account to the General Fund as of the fiscal year ending June 30, 2021.

1. **Application Process**

Applications must be submitted in accordance with the Grant Application and Application Instructions. The Application period opens on November 1, 2019, and closes on January 31, 2020.

Following the conclusion of the aforementioned Application period, the Authority will review all properly completed and submitted applications to determine if the Applicant and the investment or initiative meet the eligibility requirements for PEGPETIA grants. If the Applicants and investments or initiatives are eligible, the Authority will evaluate the application based on the guidelines established in Docket Nos. 07-10-11, as modified in 07-10-11RE01.

Upon completion of its review, the Authority will issue a decision notifying the Applicant of its determination. If the grant is approved, the Applicant will receive grant contract documents from the Department of Energy and Environmental Protection (DEEP) Business Office for completion and execution. Once the contract and associated forms are submitted and accepted by DEEP, DEEP will direct the issuance of a check in the amount of the grant awarded by the Authority.

1. **Eligibility**

The Authority will only be accepting grant applications from organizations and entities that meet one or more of the following categories.

*For PEG Programming grants:*

* 1. Local community antenna television and video advisory council;
  2. State-wide video advisory council;
  3. PEG programming producer; or
  4. PEG studio operator.

*For education technology initiative grants:*

1. Board of Education;
2. Public library; or
3. Other education entity

Organizations must be registered with the Connecticut Secretary of the State, where applicable, and must also be up-to-date with state filing obligations.

Eligible investments or initiatives are those that are designed to improve or promote PEG programming or education technology. The investment or initiative should adhere to the criteria established in the PEGPETIA Decision, including:

* 1. Consistency with PEGPETIA program goals;
  2. Ability to impact a diverse and broad segment of subscribers and/or students; and
  3. Reasonable budget and project schedule.

1. Grant Caps

The Authority has not imposed specific minimum or maximum caps on grants. However, to ensure the widest availability of funding, grant applications requesting amounts in excess of $150,000 will be considered only for large capital equipment investments or initiatives projects that will have a substantial impact on a broad segment of subscribers and/or students.

1. PURA’s electronic filing page is <https://www.ct.gov/pura/cwp/view.asp?a=3364&q=404110&puraNav_GID=1702> [↑](#footnote-ref-1)