FAQs

FY19 TEACH Technology Information Infrastructure Grant

What is TEACH?
The Technology for Educational ACHievement (TEACH) is a program in the Wisconsin Department of Administration (DOA), Division of Enterprise Technology (DET) (s.16.99, Wis. Stats). The DOA works to promote the efficient, cost-effective procurement, installation, and maintenance of educational technology. TEACH services began in October 1997. The program is funded through the State **Universal Service Fund**.

What is the purpose of the Information Technology Infrastructure Grant?
Per s. 16.9945, Wis. Stats, TEACH Information Technology Infrastructure grants are available to provide technology infrastructure to improve the capacity of eligible school districts and eligible libraries to utilize technology for instruction. Districts that have the greatest percentage of free or reduced-price lunch and libraries located within districts that have the greatest percentage of free or reduced-price lunch will be given funding priority.

My agency applied for the FY18 TEACH Infrastructure grant. Are we eligible for the FY19 TEACH Infrastructure grant?
During the FY18 – FY19 biennium, agencies may be awarded up to their maximum biennium award amount. The maximum award for the biennium is the largest amount – FY18 Maximum Eligible TEACH Award or FY19 Maximum Eligible TEACH Award. The FY19 Maximum TEACH Award for an agency is the Maximum Eligible Award minus their FY18 TEACH Award. See the District Data or Library Data tab for your agency's FY19 Max TEACH Award. Distrits listed on the Elig Dist Funding Max Reached tab have a FY19 Max TEACH Award of "$0".

The documents on the web have "Rev" added to their name. What does this mean?
TEACH revised the FY19 Infra App and the FY19 Eligible documents to provide additional explanation for agencies. "Rev" was added to the name of the revised documents. Agencies should use the "Rev" document.

When will agencies be notified of their FY19 TEACH Infrastructure grant award?
TEACH expects to notify agencies of their FY19 TEACH Infrastructure grant award by December 21, 2018. Updates will be posted to 2019 Infrastructure.

What determines eligibility for the FY19 TEACH Infrastructure grant?
Per Wis. Stat. 16.9945 TEACH Information Technology Infrastructure Grants are available to rural school districts, who have 16 or fewer students per square mile, and public libraries if the population of the

municipality within which the library is located is 20,000 or less and if the public library is located in a rural territory as defined by the US Census Bureau.

How is my school district's maximum eligible biennium award amount determined?

A school district's maximum biennium award is calculated as follows:

- If the membership of the eligible school district is fewer than 750 pupils, $30,000.
- If the membership of the eligible school district is 750 pupils to 1,500 pupils, $40 multiplied by the school district's membership.
- If the membership of the eligible school district is more than 1,500 pupils, $60,000.

How is my library's maximum eligible award amount determined?

A public library's maximum biennium award is calculated as follows:

- If the library's municipal population is 2,000 or less, $5,000.
- If the library's municipal population is 2,001 to 4,999, $7,500.
- If the library's municipal population is 5,000 to 20,000, $10,000.

What does "unk" mean on the Library Data tab?

DPI and TEACH were unable to retrieve CAT2 E-Rate Funds Remaining for approximately 50 libraries. For those agencies, "unk" or unknown is placed in the fields that require the CAT2 E-Rate Funds Remaining amount for calculation. If your agency has "unk" in any of its fields, please use the CAT2 Look-Up or other source to determine your CAT2 E-Rate Funds Remaining. Then, contact bill.herman@dpi.wi.gov. DPI will notify TEACH of any updates to your agency's data. TEACH will update related web documents.

Data for my agency does not match my records for District Data or Library Data. What should I do?

Data for District Data and Library Data was provided by DPI. Depending on the data discrepancy, do the following:

- Discrepancy in CAT2 E-Rate Funds Remaining - contact bill.herman@dpi.wi.gov. with documentation. DPI will notify TEACH of any updates to your agency's data. TEACH will update related web documents.
- All other discrepancies – contact teach@wi.gov.

How was data for CAT2 E-Rate Funds Remaining determined?

Data for District Data and Library Data was provided by DPI. DPI used CAT2 Look-Up to determine CAT2 E-Rate Funds Remaining. If your agency has a discrepancy with its CAT2 E-Rate Funds Remaining, please contact bill.herman@dpi.wi.gov with documentation. DPI will notify TEACH of any updates to your agency's data. TEACH will update related web documents.

My school district is not listed on District Data.

School districts who are eligible because of their sparsity levels (less than or equal to 16 students per square mile) to receive grant funds from the FY19 TEACH Infrastructure Grant are listed on the District Data and Eligible District Funding Max Reached tabs of the FY19 Infra App.

- Districts who had grant funds remaining after the FY18 grant award are listed on District Data.

- Districts who were awarded their maximum funding amount in FY18 are listed on Elig Dist Funding Max Reached. These districts do not have funds remaining to claim in the FY18 – FY19 biennium; therefore, they are not included in the Agency Name drop-down menus found on the FY19 Application or Agency Info tab.

Why isn't my school district included in the drop-down menu for Agency Name on the FY19 Application or Agency Info tabs?

School districts with less than or equal to 16 students per square mile are eligible to receive the FY19 TEACH Infrastructure Grant and have their names listed on the District Data and Eligible District Funding Max Reached tabs of the FY19 Infra App.
- Districts who had grant funds remaining after the FY18 grant award are listed on District Data.
- Districts who were awarded their maximum funding amount in FY18 are listed on Elig Dist Funding Max Reached. Since these districts do not have funds remaining to claim in the FY18 – FY19 biennium, they are not included in the Agency Name drop-down menus found on the FY19 Application and Agency Info tabs.

Please explain Question 4b.
Agencies who <u>have applied</u> for and been approved to expend CAT2 E-Rate Funds are eligible to receive 100% Reimbursement of List A purchases that are more than their CAT2 E-Rate Funds Remaining. These agencies may apply for List A items on Question 5a (1). If enough CAT2 E-Rate Funds remain for an agency, they may apply for List A items and Question 5a (2), if enough CAT2 E-Rate Funds remain.

Agencies who <u>have not applied</u> for CAT2 E-Rate Funds are not eligible to apply for List A items on Question 5a (2). Agencies who are not CIPA-compliant are not eligible to complete Question 5a (2).

Please explain Question 5.
In FY19 agencies are eligible for 100% funding for List A items totaling more than their remaining CAT2 E-Rate Funds. Therefore, equipment requests for List A items must be segregated between those reimbursed at the TEACH Reimbursement Percentage (Question 5a (1)) and those reimbursed at 100% (Question 5a (2)).

- Question 5a (1): Agencies should enter <u>List A</u> items to be reimbursed at their TEACH Reimbursement Percentage (TPR). See District Data or Library Data.

- Question 5a (2): Agencies should enter <u>List A</u> items to be reimbursed 100%. See District Data or Library Data.

- Question 5b: Agencies should enter <u>List B</u> items to be reimbursed 100%. Since List B items are not reimbursable through E-Rate, they are 100% TEACH reimbursable.

What is the Max 5a (1) Infrastructure Cost referenced on the FY19 Application in Question 5a (1)?

The Max 5a (1) Infrastructure <u>Cost</u> is related to the Max 5a (1) Reimbursable <u>Amount</u>. In Question 5a (1) agencies can request List A items at their purchase price. TEACH will reimburse the Max 5a (1) Reimbursable Amount. To calculate the amount of List A infrastructure an agency can purchase in Question 5a (1), the Max 5a (1) Reimbursable Amount is divided by the TEACH Reimbursement Percentage (TPR): Max 5a (1) Amount/TPR.

Please explain the Grant Request Section.

Changes to the FY19 Infrastructure grant application process allow agencies to apply for and receive 100% Reimbursement of List A purchases that are more than their CAT2 E-Rate Funds Remaining. This update affects the total grant request an agency can apply for. The GRANT REQUEST section autopopulates data to ensure an agency's Grant Request is less than or equal to their FY19 Max TEACH Award found on the District Data or Library Data Worksheets. Note: Autopopulate will not be accurate in the GRANT REQUEST section if you have more than 1 sheet of entries for Question 5.

My agency would like to purchase more than 5 different types for infrastructure and/or services on Question 5a (1) and/or 5a (2) and more than 3 different types on Question 5b. What should I do?

You should right-click on FY19 Application tab. Select Move or Copy to make a copy of the FY19 Application tab. Be sure to check the "Make a Copy" box. Continue entering information on the newly created tab(s) for the remaining infrastructure and/or services your agency would like to purchase. You will need to manually enter the total amounts in the GRANT REQUEST section to reflect the <u>total from all sheets</u>. Be sure to save and print the additional sheets to include with your grant application. Note: Autopopulate will not be accurate in the GRANT REQUEST section if you have more than 1 sheet of entries for Question 5.

What happens if agencies have the same free or reduced-price lunch percentage in the event there are no more funds available? How will funding priority be assigned?

Funds would be prorated for those agencies with the same free or reduced-price lunch percentage. The remaining agencies with a lesser free or reduced-price lunch percentage will not be funded.

How will TEACH Technology Information Infrastructure grants be distributed?

Grants will be awarded in order of greatest percentage of free or reduced lunch price per s. 16.9945, Wis. Statutes.

Are service or data plans for Hotspots/Portable Devices eligible?

No, service or data plans for Hotspots/Portable Devices are not eligible for reimbursement with the FY19 TEACH Infrastructure grant. Service and data plans are not on the FY19 List of Eligible Equipment & Services. Per s.16.9945 (1), Wis. Stats, only the purchase and installation of portable devices/hotspots are allowed. Data and service plans offered at "no cost" may not be included in the cost of the portable devices/hotspots. TEACH will reimburse for portable device and hotspot hardware only.

What is "Readiness" and how do I determine if my agency's level of readiness?

The FY19 TEACH Infrastructure grant requires agencies to be ready to utilize the infrastructure purchased. The Benefit Date is the first date students or patrons are expected to receive benefit from the requested infrastructure. If the Benefit Date is less than or equal to 2 years after the purchase date, then agencies are considered ready. Agencies should enter dates for purchase, installation and estimated benefit on the FY19 Application, not the level of readiness. This allows TEACH to ensure the Estimated Benefit Date meets the application requirements for readiness.

Once the amount of time between the Purchase Date and the Estimated Benefit Date is determined, agencies can use the Benefit Date Rubric to ensure their agency is ready – most ready, ready or less ready. If the amount of time between the Purchase Date and Estimated Benefit Date is greater than 2 years, the agency is considered "not ready" for that piece of infrastructure and it will not be reimbursed with the FY19 TEACH Infrastructure grant.

Benefit Date Rubric		
	0 - 3 months	Most Ready
	3 - 6 months	
	6 - 9 months	Ready
	9 - 12 months	
	12 - 18 months	Less Ready
	18 months - 2 years	
	> 2 years	Not Ready

What happens if the assessment is that an agency is not ready for specific infrastructure?

If an agency is assessed (see Benefit Date Rubric above) as not being ready to utilize a specific piece of infrastructure, then that piece of infrastructure will not be funded. Other infrastructure they are assessed as being ready for will be funded.

DOA has the responsibility to ensure the TEACH Information Technology Infrastructure funds are distributed judiciously. Although an agency may not be considered ready for a piece of infrastructure at the time of application, DOA encourages agencies to leverage available E-Rate funding to increase their level of readiness.

What is the deadline for making purchases?

Grantees must purchase eligible, approved items within 2 years of their FY19 TEACH Infrastructure award date. The award date is expected to be in December 2018, so items must be purchased by December 2020. The actual date in December 2020 will be shared with agencies during the grant award process.

What is the purchase period for FY19 TEACH Infrastructure Grant?
Eligible Infrastructure and Services from FY19 List for the FY19 TEACH Information Technology Infrastructure Grant must be purchased between July 1, 2018 and December 2020. Grant awards are expected to be in December 2018; therefore, items must be purchased by December 2020. The actual date in December 2020 will be shared during the grant award process.

Can I purchase infrastructure not listed on the FY19 List of Eligible Equipment and Services?
No, only items on the FY19 List of Eligible Equipment and Services may be purchased with FY19 TEACH Information Technology Infrastructure Grant funds.

When will the TEACH Infrastructure grant end?
Per s. 16.9945, Wis. Stats, there are currently no funding provisions for TEACH Infrastructure grants after FY19.

Can I submit the Excel spreadsheet instead of printing and scanning?
Agencies may not submit the FY19 Infra App Excel spreadsheet as their grant application. With the volume of applications expected, TEACH does not have capacity to timely review applications and handle formatting and printing issues. Agencies who submit the Excel spreadsheet may be requested to resubmit.

Please define assessment.
Assessments are evaluations of infrastructure to determine suitability for the needs of the agency. In general, assessments are one-time events. In cases of significant changes to an infrastructure system, an additional assessment may be warranted. Justification of additional assessments will be required. Additional assessments must be approved by TEACH. Assessments of networks are not meant for assessment of staff or students and/or their cybersecurity knowledge. No training modules or licenses are included in assessments.

Please define Cybersecurity, Data Security and Network Assessment.
Cybersecurity is the body of technologies, processes and practices designed to protect networks, computers, programs and data from attack, damage or unauthorized access.

Data security refers to protective digital privacy measures that are applied to prevent unauthorized access to computers, databases and websites. Data security also protects data from corruption.

Network assessment is the reviewing of an organization's existing IT infrastructure, management, security, processes, and performance. This helps identify opportunities for improvement and gives a complete picture of the IT scenario within the organization as well; it helps decision makers strategize in a better way.

What should be considered in a Cybersecurity Assessment RFP or request for bids and services?
Vendors performing security assessments should have industry recognized certifications, and practices should align with NIST standards. NIST publication Cybersecurity Framework Version 1.1 outlines the recommended practices regarding defining a cybersecurity framework within an organization.

1) Define the scope of the Assessment
   a. Provide inventory of physical assets
   b. Provide inventory of software assets

2) Review Security Controls
   a. Access Control policies (including Administrative users)
   b. Physical Security policies
   c. Password policies
   d. Malware protection
   e. Spam filtering/Content filtering
   f. Server/Workstation secure configurations
   g. Network Device Configuration (switches, firewalls, routers, wireless, voice)
   h. Patch Management (including signatures)
   i. Data protection and recovery
   j. Monitoring and Auditing practices
   k. User Security Awareness Training
   l. Incident Response and Management

3) Identify and Document Vulnerabilities
   a. Identify and document potential vulnerabilities in firewalls, routers, switches, servers, workstations, and applications.
   b. Identify and document security risks based on insecure configurations (security controls for: ports, protocols, services)
   c. Provide vulnerability reporting including CVSS Severity ratings
   d. Provide configuration remediations base on best practices
   e. Provide mitigation strategy recommendations and priority for all security risks

Agencies should consider including the following language in any RFPs, request for bids, and contracts for cybersecurity assessments:

> *"The winning vendor will be excluded from bidding on any cybersecurity remediations recommended as part of the cybersecurity assessment."*

I need help understanding the application process and/or completing my application. What should I do?
Staff of the TEACH grant program are available to assist you. Please contact teach@wi.gov or call 608-261-5054. teach.wi.gov is also available. Listening sessions will be offered early to mid-October. Agencies will be notified of dates and times via email and/or on the TEACH website.

When are the FY19 TEACH Infrastructure grant applications due?
FY19 TEACH Infrastructure grant applications are due by 11:59 pm on Friday, November 9, 2018. Late applications will not be considered. Note: The application deadline has been extended to 11:59 pm on Friday, November 9, 2018.

Where do I submit my agency's FY19 TEACH Infrastructure grant application?

Please email the completed application to teach@wi.gov by 11:59 pm on Friday, November 2, 2018. Please contact TEACH (teach@wi.gov or 608-261-5054) if your agency would like to mail the application. Emailed applications are preferred. Late applications will not be considered. Note: The application deadline has been extended to 11:59 pm on Friday, November 9, 2018.