

DCEO High-Speed Internet Site Information Form Instructions

Respondents must complete and submit a Site Information form (**DCEO/HSI Form #004**) for each site that the respondent is proposing to be included in the project. This document provides a description of each site, including the existing Internet access, if any, and the proposed level of access. Each site must be listed on the High Speed Internet Access Scope of Work (**DCEO/HSI Form #003**).

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| 1. Local Workforce Investment Area (LWIA) | Enter the number assigned to the local workforce investment area designated by the Governor per WIA TAIL No. 99-2, one through twenty-six. |
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Site Information

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| 2. Type of Site (check only one) | Check the appropriate box that best describes the type of facility this organization is within the LWIA. If "Other" is checked, give a brief explanation of the type of facility. |
| 3. Organization Name | List the name of the organization for which this form is being completed. |
| 4. Street Address | List the complete address, including zip code, for the site for which this form is being completed. If an organization has multiple sites, each site must have a separate form completed for it. |
| 5. Site Contact Name | List the name of the individual within the organization that can be contacted if there are questions regarding this particular site. |
| 6. Telephone | List the telephone number, including any extension, of the site contact individual. |
| 7. Email Address | List the email address for the site contact individual. |

Current Internet Capacity

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| 8. Existing Internet Access Bandwidth | List the current internet access bandwidth for this site if there currently is internet access. |
| 9. Annual Cost of Internet Access | List the total annual costs for internet access service fees for this site, if any. |
| 10. Site Functions | Describe briefly the types of functions that are performed at this site (i.e. resource room, services, case management, administration, etc.) |

Site Internet Usage

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| 11. Estimated Internet Users | List the number of users, both staff and customer, that are anticipated to utilize the internet services at this site in PY'07. |
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Proposed Internet Capacity

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| 12. Proposed Bandwidth Level | List the proposed bandwidth level for this site that is being requested for PY'07. |
| 13. Service Costs | List the total anticipated costs for internet service provider (ISP) services for this site for PY'07. |
| 14. Telecommunication Cost | List the total anticipated costs for all telecommunications related services for this site including those charges for dedicated lines or circuits to support access to the ISP, if they are not already included in the ISP service fee. |
| 15. Equipment Costs | List the anticipated costs for all equipment that will be purchased or leased for this site's network, including those for routers, firewalls, and other related equipment. |
| 16. Installation Costs | List the anticipated costs for installation of all equipment and physical improvements to this site that are directly related to the project request. |