

ATTACHMENT A
GOAL 2A – 2B Capacity
LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
FEDERAL FISCAL YEAR 2005

Submit one electronic copy and one fully signed and dated original and ten copies to:

Jym Wroblewski/LSTA Coordinator/ Grant Administrator/F30
State Library Services & School Technology
1500 Highway 36 West
Roseville MN 55113-4266
PH: 651-582-8805; FAX: 651-582-8731

Minnesota LSTA FFY2005–Goal 2A-2B Competitive Grant Application Follow the exact form, contents, and pagination provided by the State Library.

A. Administrative Information: [The state library uses items A: 1-7 for federal reporting. Be specific, direct and concise.]The below-named applicant hereby applies for a LSTA project grant as established as a priority under the Minnesota Five Year Plan, 2003-2007, for the use of LSTA:

1. Applicant institution name and address:

Minnesota Academic Group for New Opportunities in Library and Information Access (MAGNOLIA)

Members include the library directors from: **St. Cloud State University**, 720 Fourth Ave. S, St. Cloud, MN 56301-4498 (Kristi Tornquist); **Minnesota State University, Mankato**, 228 Wiecking Center, Mankato, MN 56002-8419 (Joan Roca); **Winona State University**, P.O. Box 5838, Winona, MN (Troy Paino); **University of Minnesota**, Twin Cities, University Libraries, 309-19th Ave. S, Mpls., MN, 55455 (Wendy Pradt Lougee); **MINITEX**, U of M, 15 Andersen Library, 222-21st Ave. S, Mpls., MN, 55455 (Bill DeJohn).

Minnesota Tax I.D. no. 1746999 Federal Employer I.D. no. 41-1687554

2. Name, title, telephone number and e-mail address of Library Director, grant administrator/grant coordinator if different and Grant partner(s):

a. Library Director:

Kristi Tornquist, Dean, Learning Resources & Technology Services
St. Cloud State University, 720 Fourth Avenue South, St. Cloud, MN 56301-4498
320-308-2022 kmtornquist@stcloudstate.edu

b. Grant Administrator/Coordinator:

Mr. Keith Ewing, Systems Librarian, Learning Resources & Technology Services
St. Cloud State University, 720 Fourth Avenue South, St. Cloud, MN 56301-4498
320-308-4824 kewing@stcloudstate.edu

c. Grant Partner(s):

3a. Project Title: Minnesota Digital Library Implementation – Phase 2

3b. Federal Funds Requested: \$113,818

4. End Users: Estimated number of people to be served 5,019,72-

The primary target population served by the Minnesota Digital Library is the entire state. Our implementation work is targeting all Minnesotans with emphases on K-12 and life-long learners. Because we are building a digital resource, we are challenged to identify specific users.

5. Identify targeted geographic location to be served; include city, county(s) or statewide:

Statewide

6. Federal Congressional District(s) within area to be served by project:

List by Congressional number: All

7. Minnesota's LSTA Plan, 2003-2007: Please check off the goal and program that best fit your proposal.

Goal 2A- Technology & Infrastructure: Program 1 2 3 4 5 6 7

Goal 2B- Professional Development & Training: Program 1 2 3 4 5

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8. Relevance to LSTA Goal & Program Activity: (Only use space available-READ directions)

Minnesota Digital Library Implementation Project–Phase 2 supports Goal 2A – Technology and Infrastructure – Program 4 – Digitizing unique local resources. Through this project, the Minnesota Digital Library Coalition, on behalf of MAGNOLIA, will work with libraries, museums, and historical societies to digitize and make publicly accessible collections of photographs taken before 1923 and collections of significant early state and county historical documents. The Minnesota Digital Library Coalition works collaboratively with state and regional organizations and systems to ensure visibility, access, and integration of the Minnesota Digital Library collections with other library services and resources.

The Minnesota Digital Library is a statewide initiative that has drawn on the talents and dedication of professionals from the state and local historical societies, public libraries, public and private universities, arts organizations and government agencies. Planning documents, standards, and project information is available at the MDL Web site: www.mndigital.org. Other documents informing this project include the mid-term and final reports submitted as part of the three previous LSTA grants that supported the development of the Minnesota Digital Library.

9. Project Purpose: READ directions!

The Minnesota Digital Library is a statewide initiative with the goal of creating a new library resource for the state, a digital collection of cultural resources that are not, in their original forms and collections, conveniently available to Minnesota’s general public. With LSTA funding, participants in the Minnesota Digital Library Coalition are completing Phase 1 of implementing the plans they developed from 2001 through 2003. Phase 1 included the MDLC digitizing with support of LSTA funding approximately 5,500 images from cultural heritage organizations across the state in a signature project known as “Minnesota Reflections.” In addition, organizations have contributed existing digital collections to “Minnesota Reflections,” and others have digitized collections that they will contribute to the MDL at no cost to the MDLC.

For FY05, we are seeking LSTA funding to expand and deepen the digitization work begun during Phase 1 of the implementation process, which was supported by an LSTA grant that began Jan. 15, 2004, and continues to Sept. 15, 2005.

Minnesota Digital Library Implementation – Phase 2 has three primary purposes:

1. Expand the collection development we began with LSTA FY03 funding.
Cultural heritage organizations involved with our Phase 1 project, Minnesota Reflections, are eager to continue work on digitizing images and making them available across the state through the MDL server and database. They encouraged us to expand our project forward into the 1920s. They also encouraged us to begin digitizing historical textual documents. To do this in Phase 2, we will build upon lessons we learned in the map digitization project conducted in Phase 1 by the Minnesota Historical Society. While many of the earliest documents are in collections at the University of Minnesota and the Minnesota Historical Society (both participants in the MDLC), we will be seeking participation by cultural heritage organizations from across the state, as we have done in our image collection development project.
2. Continue working with members of the K-12 community to develop resources for using the Minnesota Digital Library collection in their teaching.
3. Sustain the ongoing computing, organizational and administrative work of the Minnesota Digital Library Coalitions.

In addition to these activities, the Minnesota Digital Library Coalition is working to identify and pursue other funding sources and to develop a sustainable financial infrastructure. Currently, the MDLC is pursuing the following fundraising initiatives

- St. Cloud State University, a member of the Minnesota State Colleges and Universities (MnSCU), is working with its chancellor’s office to seek federal support of the Minnesota Digital Library. MnSCU included \$1 million for the Minnesota Digital Library in its 2005 Federal funding agenda and SCSU sent a formal request for funding to U.S. Representative Mark Kennedy, at his suggestion, on Feb. 15, 2005. (See “Minnesota digital library” under the 2006 Federal Agenda list at <http://www.mnscu.edu/media/publications/2006fedappropriations.html>).
- MnSCU’s Interim Associate Vice Chancellor for Academic Programs Gary Langer, included \$200,000 in funding for the Minnesota Digital Library in his FY06 budget request for Minnesota Online, MnSCU’s online education program.
- The MDLC is preparing a letter of inquiry to submit to the Archibald Bush Foundation, following the recommendation of a program officer from that Minnesota-based grant-making organization and is investigating funding from other foundations.
- MDLC members are investigating developing a sponsorship program to allow corporations to contribute operational and project support funds. For example, MDLC Steering Committee chair Kristi Tornquist has met with corporate officers of the Creative Memories, a St. Cloud-based photo preservation company (<http://www.creativememories.com>), about possible corporate support of our projects.
- St. Cloud State University, as member of the MDLC, submitted in January a National Leadership Grant application to the Institute of Museum and Library Services, to support developing SCSU’s capacity as a digitization center, focusing on books and manuscripts, so that SCSU may more fully participate in the collection development for the MDLC.
- MDLC members are also investigating other federal grant opportunities.

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10. Project Activities/Methods: READ directions!

The Minnesota Digital Library Implementation–Phase 2 project proposes to build on the work of Phase 1, which is being conducted with LSTA FY03 funding. A survey conducted in December 2004 of organizations interested in or participating in Minnesota Reflections informed the development of these goals. Of the 33 respondents, 64 percent recommended that the Minnesota Digital Library Coalition work on historical documents as its next digitization project and 64 percent recommended continuing to work with photographs but expand the time period to 1930.

Our goals for FY05 funding are:

1. Expand “Minnesota Reflections,” the signature project of the Minnesota Digital Library, which is presently working to digitize more than 5,500 photos taken prior to 1909. For Phase 2, we will extend the inclusion creation date to before 1923 in an effort to attract more participating organizations and historical coverage of the development of Minnesota. We will seek out 3,750 photographic images taken prior to 1923. Of these the MDLC is expecting to digitize 3,000. The other 750 will come from previously digitized collections or be digitized by collection owners and submitted by cultural heritage organizations for inclusion in the Minnesota Digital Library.
2. Digitize historical textual documents. We will seek participation from cultural heritage organizations across the state in choosing 250 significant early documents to digitize at an average of 5 pages per document for a total of 1,250 pages. We anticipate that these will all be handwritten. Half of them are likely to have been transcribed. The other half we will transcribe.
3. Expand work begun to integrate the Minnesota Digital Library as a viable resource for K-12 teachers. Plans include consulting with K-12 teachers, inviting them to the digitization sites, involving them in the MDLC Steering Committee, sharing with them the collections, and providing them with the opportunity to develop curricular units based upon these growing collections.
4. Strengthen the MDL computer infrastructure by purchasing a testing/disaster recovery server.
5. Support the ongoing developmental and administrative work of the Minnesota Digital Library Coalition, which includes regular meetings of the Steering Committee, the Management Team, and several subcommittees, such as the selection, metadata and interface committees. This work includes continuing the position of project manager

Proposed Timeline:

- July 2005:** – Solicit new or expanded projects for “Minnesota Reflections,” updating the forms and following the methods and procedures used in the signature; applications remain open until quota is met.
- Solicit historical textual documents for digitization using solicitation methods developed for “Minnesota Reflections;” applications open until quota is met.
 - Begin work on metadata tools for ingestion of historical textual documents.
 - Specify and order test/disaster recovery server.
 - Form committee and begin work with K-12 community in designing curricular materials based on MDLC.
- Sept. 2005:** – Selection committee chooses projects for Phase 2 of image digitization project.
- Oct. 2005:** – Digitization begins for collections chosen to be part of Phase 2 of image digitization project
- Selection committee meets to choose historical textual documents for digitization
- Nov. 2005:** – Digitization and transcription of historical textual documents begins.
- Dec. 2005:** – Conduct first K-12 workshop
- March 2006:** – Conduct second K-12 workshop
- May 2006:** – Hold Minnesota Digital Library Annual meeting
- Ongoing activities:** – Monthly Steering Committee meetings
- Bi-monthly Management team meetings
 - Committee meetings as necessary

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11. Project Outputs:

- 3,000 images digitized by the MDLC.
- 750 (minimum) additional images, digitized to MDLC standards and provided to the MDLC by participating organizations.
- 250 (maximum) historical textual documents digitized and transcribed by the MDLC.
- All items digitized in this project made available to and searchable by the public through the MDL Web site at www.mndigital.org.
- 10 to 15 K-12 teachers actively using MDL resources in their classrooms, facilitated through collaboration with participants in the Minnesota Historical Society's History Day project.
- A stronger MDL technical infrastructure, including full disaster recovery and non-disruptive software upgrade capabilities, which will result in more robust and reliable delivery of content.
- Spring conference, providing a professional development opportunity for 75-100 library, education, and museum professionals in the state and for creating a community of users.
- Two in-depth training sessions for cultural heritage organizations on digital preservation and maintenance of digital collections to enhance the technical capabilities of individual institutions as a way of moving this project to a more distributed and member-sustaining environment
- Test/disaster recovery server installed and operational.

12. Project Outcomes:

- Provide free and convenient statewide access to a growing number and variety of digital cultural heritage objects.
- Greater involvement of K-12 teachers and academic researchers in guiding the development of the Minnesota Digital Library to ensure its value to end-users as well as preservationists, archivists and librarians.
- Enhance ability of the Minnesota Digital Library Coalition to work collaboratively and to serve as a model for collaboration on complex statewide projects.
- Promulgate and provide advice on digital library standards and best practices throughout the state, resulting in products that are of consistent high quality.
- Ensure Minnesota's ability to interoperate through Open Archives Initiative (OAI), or other venues, with other state, national, and international digital projects.
- Foster online discussion of digital collection development issues and resources throughout the state.
- Further the renown of the Minnesota Digital Library at a national level, allowing the "Minnesota Model" to join the leadership circle of other states with digital-based cultural heritage projects.
- Improve the position of the MDLC, with the completion of a variety of digital projects, to attract long-term support for and expansion of the Minnesota Digital Library.

13. Other Results:

- Support Minnesota's sesquicentennial celebration.

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14. Budget: (a. Narrative, b. Summary)

a. Budget Narrative: (Insert an additional page if needed)

A. Personnel: staff costs are in-kind or match only.

- In-kind – Principal Investigator – 20 days + 40% benefits = \$11,001
- In-kind – Grant Coordinator – 15% time for 168 days + 40% benefits = \$8,632
- In-kind – Steering Committee – average 73 hours/meeting, \$65/hour, 10 meetings/year = \$47,450.
- In-kind – Management team – average of 4 hours/meeting, 2 meetings/ month, 12 months, 4 people/meeting = \$21,120
- In-kind – Committee meetings – average of 5 hours/meeting, 1 meeting/month, 12 months, 5 people/meeting, \$50/hour = \$15,000

Personnel Total: In-kind = \$103,203

B. Library Materials:

C. Online Resources:

D. Equipment:

E. Furniture:

F. Telecommunications:

G. Telecommunications Equipment:

H. Automation Hardware:

- LSTA – Test/Disaster Recovery Server – estimate from Sun for a Sun Fire server = \$2,700.

Automation Hardware Total: LSTA = \$2,700.

I. Automation Software:

J. Staff Development:

K. Supplies:

- LSTA and Match: Annual meeting and general photocopying supplies – \$1,000

Supplies Total: LSTA = \$500 Match = \$500

L. Contractual:

- LSTA – Project management – \$320/day x 220 days x 50% = \$35,200
- LSTA and Match – Digitizing 3,750 images at \$7.50/image = \$28,125; LSTA = \$22,500; Match = \$5,625
- LSTA – Digitizing 250 historical textual documents; 5 page/document, \$12.50/page = \$15,625
- LSTA – Transcription of historical textual documents; 625 pages x \$10/page = \$6,250.
- LSTA – CONTENTdm metadata transfer ingest, estimate = \$3,250
- LSTA – K-12 curriculum tools development, estimates = \$17,500.
- LSTA – K-12 participation support, \$100/day, 2 workshops/year, 15 teachers/workshop = \$3,000
- LSTA – K-12 workshop development estimates, \$375/day, 3 day/workshop, 2 workshops = \$2,250
- In-kind – Infrastructure support and maintenance, estimate = \$10,000

Contractual Totals: LSTA = \$105,575 In-kind and match = \$15,625

M. Other: (specify)

- LSTA – Annual meeting: Food \$15/person, 100 people = \$1,500.
- LSTA – Annual meeting: Technical support, based on 2004 costs = \$700
- LSTA and Match – Steering Committee meetings – Food: \$12/person, 15 people, 10 meetings = \$1,800; LSTA = \$900; Match = \$900
- LSTA and Match – Steering Committee meetings: Mileage: \$0.305/mile, 400/meeting, 10 meetings = \$1,220; LSTA = \$610; Match = \$610.
- LSTA – K-12 Workshops mileage for trainers: 240/trip, \$0.305/mile, 2 trips, 2 trainers = \$293
- LSTA – K-12 Workshops lodging for trainers: \$70/nights, 2 nights, trainers = \$280
- LSTA – K-12 Workshops food: 2 workshops, 14 people, \$10/person = \$280
- LSTA and Match – Publicity for collections, workshops, estimates = \$1,000: LSTA – \$480; Match = \$520.
- In-kind – Annual meeting – Parking and facilities rental = \$3,710
- In-kind – Subcommittee meetings: 200 meetings – mileage: \$0.305/mile, 300 miles/meeting = \$1,830.
- In-kind – Indirect costs, based upon SCSU's federally negotiated rate: \$35,045.

Other Total: LSTA = \$5,043; In-kind and match = \$42,615.

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LSTA Project Name Minnesota Digital Library Implementation – Phase 2

b. Budget Summary:

	Federal-LSTA	State Funds	Local Funds	Other	Total
Personnel –				\$103,203	\$103,203
Library Materials					
Online Resources					
Equipment and Furniture					
Telecommunications					
Telecommunications Equipment					
Automation Hardware	\$2,700				\$2,700
Automation Software					
Staff Development					
Supplies	\$500			\$500	\$1,000
Contractual	\$105,575			\$15,625	\$121,200
Other	\$5,043			\$42,615	\$47,658
Totals	\$113,818			\$161,943	\$275,761

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15. Evaluation: See Directions

Monthly

- Reports and assessment of progress made to Steering Committee by project manager, digitization site coordinators, committee representatives.
- Updates on activities and planning with K-12 community.
- Counts of use of MDLC project administration Web site.
- Counts of use of “Minnesota Reflection” (CONTENTdm) Web site.
- Reports on development of and presentation of workshops, including K-12 community workshop and digitization and metadata workshops.
- Reports from grant coordinator on publicity efforts.

Quarterly

- Presentations to Steering Committee of work with K-12 community on curriculum development involving the MDL collection.
- Evaluation and assessment reports to the Steering Committee on computer infrastructure and its needs.
- Evaluation and assessment of metadata tools.
- Budget reports from project coordinator on timely spending of grant funds.
- Reports from principal investigator on progress toward achieving project outputs and outcomes.

Semiannually

- Survey of MDL participating organizations on effectiveness of digitization project and MDL collection development. Assessment of survey results and modification of project as needed.
- Survey of K-12 community on value of MDL collection in their classroom. Assessment of survey results and modification of project as needed.
- Mid-term evaluation to LSTA on grant project.

Annually

- Study changing patterns of access to and use of collections brought into the Minnesota Digital Library. Compare access to and use of digital collections to analog collections.
- Survey people attending the MDLC annual meeting and incorporate findings into planning and project development.
- Final report to LSTA on grant project

16. Attachments: See Directions

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16. Assurances. The applicant assures that it will comply with the following:

- A.** Grant funds shall be used only for purposes for which granted as specified in the approved grant application or approved in an amendment to the original application filed under provisions of the grant agreement. Project may be amended once during the contractual timeline. Programmatic approval by the LSTA Coordinator must be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved grant application.
- B.** The Institute of Museum and Library Services (IMLS) and the MN State Library Administrative Agency requires public acknowledgement of the activities they support with LSTA funds. Your IMLS grant is recognition of excellence that should be shared with your community. As a recipient, you are required to acknowledge IMLS support and take steps to extend the award's impact on the community at large. IMLS has a logo and tag line that should be used in acknowledging IMLS and State Library support. The guidelines for crediting IMLS and the State Library Agency are described below.

“The Institute of Museum and Library Services, a Federal agency that fosters innovation, leadership and a lifetime of learning, and State Library Services & School Technology, the Minnesota State Library Agency, supports the (project name) at the (library/agency name) with funding under the provisions of the Library Services and Technology Act (LSTA).”

- C.** Interest on Grant funds shall be limited to the amount allowable by federal rules and regulations, which must not exceed \$100.00 annually on all LSTA federal dollars received. This regulation (45 C.F.R. Section 1183.21(i)) applies to IMLS grants to States and State sub-grants to public libraries, public school libraries, and other agencies that are governed by State and/or Local governments. Interest earned on advances/grant awards made by the State Library Administrative Agencies to universities, hospitals, and non-profit organizations fall into a different category. These entities may keep interest amounts up to \$250 per year for administrative expenses (OMB Circular A-110 C.22 Payment (1)).
- D.** Grantees will be reimbursed on all project costs on a quarterly basis upon filing the quarterly grant payment schedule with project receipts for reimbursement attached. Twenty percent of the project allotment shall be held until final report and grant receipts are received, reviewed and accepted for audit.
- E.** A mid-year narrative report shall be filed at the six month interval of the grant year and a preliminary end of project narrative evaluation report indicating initial project results and a report of grant expenditures shall be submitted to State Library Services & School Technology on forms supplied by the State Library Agency no later than 30 days after the completion date of the project set forth in the grant agreement. A final Project Assessment including Outcome Based Evaluation shall be filed with the state library one year after completion date of the project. Failure to file one-year project assessment will result in grantee being ineligible for future LSTA competitive grant rounds until an acceptable report is completed and approved.
- F.** If participation by a regional library system or a member local governmental unit or member library is discontinued, ownership of the discontinuing system, unit, or member's assets, including cash or the fair market value thereof if such assets cannot be transferred by the grantee, acquired during the last three years of participation from this grant, shall revert to the Minnesota Department of Education, State Library Services & School Technology, for reassignment for library services elsewhere.
- G.** Pursuant to 20 U.S.C. Section 9134(b)(6), the applicant will provide assurance to the State Library Administrative Agency that it will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public elementary school, secondary school libraries and public libraries that do not receive services at discount rates under section 254(h)(6) of the Communications Act of 1934, and

for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

H. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the applicant certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;
- (d) have within a three-year period preceding this application/proposal had one or more public transactions (Federal, state or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

I. LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement certifies to the best of his or her knowledge and belief that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

J. FEDERAL DEBT STATUS

The applicant certifies to the best of his or her knowledge and belief that the applicant agency is not delinquent in the repayment of any Federal debt.

K. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the applicant certifies that they will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;

(d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

L. The applicant will not advertise for bids, execute any contracts, or purchase any items that will be paid for by grant funds before receiving a fully executed and signed copy of the grant contract.

M. We, the undersigned, certify that the data given in this application are true and correct to the best of our knowledge and belief.

Date

Board President/Agency Head

Date

Administrator

Submit one electronic copy, one fully signed and dated original and ten copies to State Library Services & School Technology by 4:00 p.m. on Friday, March 25, 2005.