

**ATTACHMENT A**  
**GOAL 2A – 2C Capacity**  
**LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT**  
**FEDERAL FISCAL YEAR 2007**

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

Original copy to include a fully signed original with all necessary signatures, must be received by Friday, March 16, 2007 or postmarked by March 16, 2007 to be eligible.

Jym Wroblewski/LSTA Coordinator/ Grant Administrator  
 State Library Services– F30  
 1500 Highway 36 West  
 Roseville MN 55113-4266  
 PH: 651-582-8805  
 FAX: 651-582-8752

**Minnesota LSTA FFY2007: Goal 2A-2C 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:**

MINITEX Library Information Network, 15 Andersen Library, 222-21<sup>st</sup> Ave. S., Minneapolis, MN 55455-0439  
 Minnesota Tax I.D. no. \_\_\_ 8029894 \_\_\_ Federal Employer I.D. no. \_\_\_ 41-6007513 \_\_\_

**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:**

Bill DeJohn, Director, MINITEX Library Information Network, University of Minnesota, 15 Andersen Library, 222-21<sup>st</sup> Ave. S., Minneapolis, MN 55455-0439 (612) 624-4002.

**b. Grant Administrator/Coordinator: Project Administrator** – Mary Parker, Associate Director, MINITEX – 1-800-462-5348 – m-park1@umn.edu; **Project director:** Keith Ewing, Learning Resources & Technology Services, St. Cloud State University – 320-308-4824 – kewing@stcloudstate.edu

**c. Grant Partner(s):** Learning Resources & Technology Services at St. Cloud State University, University of Minnesota Libraries, Minnesota Historical Society, College of St. Benedict/St. John’s University, Minnesota State University, Mankato, Minnesota State Colleges and Universities – Office of the Chancellor, Minnesota Educational Media Organization, Iron Range Research Center, Winona State University, St. Paul Public Library, Nicollet County Historical Society

**3a. Project Title:** Expanding the Minnesota Digital Library: Continuing to Grow a Statewide Resource

**3b. Federal Funds Requested:** \$224,925

**4. End Users:** Estimated number of people to be served 5,205,091

The target population is the entire state: latest population estimate (Dec. 2005) – 5,205,091. Eventually, the target population will include people worldwide interested in accessing resources unique to Minnesota.

**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 X 5 \_\_\_ 6 \_\_\_ 7 \_\_\_

Applicant: MINITEX Library Information Network (on behalf of the Minnesota Digital Library Coalition)

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

Developing and expanding the Minnesota Digital Library supports Goal 2A – Technology and Infrastructure – Activity 4. The Minnesota Digital Library Coalition will continue to develop the resources it provides to the people of Minnesota by assisting libraries, museums, historical societies and other repositories of valuable resources with digitizing and documenting their collections and storing this information in the Minnesota Digital Library. (As of August 2006, our collection, “Minnesota Reflections,” contained nearly 13,000 items, compared to the more than 6,000 images in the collection for August 2005.) In 2007-08, we will build on the work of the Strategic Planning and Visioning subcommittee of the MDLC and the assessment work we are conducting in 2006-07 to expand our research and development work to increase the resources we provide to organizations throughout the state and to expand the services we provide to the people of Minnesota. The Minnesota Digital Library Coalition will continue its collaboration with state and regional organizations to identify and fulfill user expectations, and ensure visibility, access, and integration of the Minnesota Digital Library collections with other library services and resources.

**9. Project Purpose: READ directions!**

We have two primary goals for the 2007-08 grant period: 1) continue digitizing primary resources and making them available to the public and 2) researching and developing additional technical ways we can serve the organizations and people of Minnesota. The Minnesota Digital Library Coalition is committed to the continued development “Minnesota Reflections,” our signature digitization project. “Minnesota Reflections” will contain more than 20,000 objects by the end of the 2007 grant cycle. People are using “Minnesota Reflections.” In January 2007, 3,320 unique visitors viewed 105,741 pages (20.43 pages/visit) compared with 1,561 unique visitors viewing 32,747 pages (13.35 pages/visit) in January 2006. This represents a 113 percent increase in visitors and a 223 percent increase in page views over the previous year, while the size of the collection increased by less than 100 percent. At the same time, organizations across the state want the Minnesota Digital Library Coalition to move beyond the limits of this signature project to develop a wider variety of resources and ways to assist organizations in disseminating the information and resources they are responsible for preserving and sharing. We also want to begin providing a wider variety of services to the people of Minnesota. We are ready to conduct the research and development work necessary to move beyond two-dimensional historical objects, while increasing the practical uses to which people can put our resources. In addition to funding for continued digitization, the MDLC is requesting funding to expand our research and development projects.

The MDLC chose these directions in response to assessment work conducted during FY2007, including preliminary results of surveys underway at the time of the writing of this application and the work of the outreach coordinator with library and historical organizations across the state. These assessment efforts have informed the direction the MDLC will take with FY2008 LSTA funding. Additionally, work on our new five-year plan, underway by the Strategic Planning and Visioning subcommittee of the MDLC increases emphasis on research and development while maintaining the MDLC commitment to providing access to the Coalition’s technical resources and experience.

As we seek this LSTA funding, the MDLC is seeking state funding from the 2007 Minnesota Legislature through the MINITEX budget to support the maintenance of the MDLC. We have also submitted an Institute of Museum and Library Services National Leadership Collaborative Planning Grant to allow us to research audio/video digitization and presentation standards and to develop best practices for Minnesota. We may use this planning grant as the basis for applying for a National Library Leadership Grant in 2008.

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**10. Project Activities/Methods: READ directions!**

To support continued growth of “Minnesota Reflections” and to increase online availability of primary resources, the MDLC plans to:

- 1) Maintain and upgrade software licenses and computer hardware as needed.
  - i. We completed major work with CONTENTdm and server upgrades in 2007-08. Needs for 2007-08 are for annual maintenance agreements.
  - ii. As “Minnesota Reflections” grows, our need for more long-term storage space for archival master files and file back-up grows. In the 2006-07 grant period, we will increase the capacity of our primary MDL storage server. In 2007-08, we will increase the capacity of our master file storage back-up services from 1.5 terabytes to 2 terabytes.
  - iii. Providing updated portable computing resources for the outreach coordinator.
- 2) Continue digitizing collections of primary resources from across Minnesota.
  - i. During 2007-08, we will scan approximately 6,500 pages – images, documents, and maps – for “Minnesota Reflections.” This rate is comparable to that for which we received funding in 2006-07. Demand is still high for this service but findings in 2006-07 showed that more organizations are capable of doing their own scanning and we have been working with them increasingly to bring already digitized images into the collection.
  - ii. We will bring into the “Minnesota Reflections” collection approximately 2,000 pages that contributing organizations digitize themselves.
  - iii. We will provide funding to assist in the transcription of hand-written documents, a service needed by some, but not all, contributing organizations.
  - iv. We will experiment with providing metadata assistance to organizations who find the time necessary to complete this task. The outreach coordinator will assess the needs of organizations in providing this service. Many small historical organizations lack the staff and the volunteer support to feel comfortable taking on the chore of metadata, particularly since they themselves need to learn about metadata. While education and training are proving beneficial and easing stress over participating, some organizations have suggested that financial support, even if limited, would be a significant incentive to participating in “Minnesota Reflections.”
- 3) Update current standards and best practices and provide training to organizations statewide in two dimensional digitization standards and best practices.
- 4) Provide project outreach and project management services and coordination to ensure the statewide participation in the development of the Minnesota Digital Library.
  - i. An MDLC member organization will continue to provide the outreach services that are proving to be a valuable, viable way to work closely with library and historical organizations and which are allowing to MDLC to work with municipalities and government organizations.
  - ii. The primary task will be to continue to bring into “Minnesota Reflections” collections from organizations that have not yet participated. Approximately 35 percent of the participants in Phase 3 are new organizations. We will continue to work with new participants at this rate.
  - iii. Work to overcome constraints to participation in Minnesota Digital Library projects, particularly those that relate to project selection and metadata creation.
  - iv. Assist on all R&D projects to ensure participation by organizations from across the state.
  - v. The outreach coordinator will build on the results of assessment studies by informing

people working on current projects of the results of these studies, by making recommendations to project participants, and by informing and guiding the work of all MDLC committees.

To increase the Research and Development vision and responsibility of the Minnesota Digital Library, the MDLC plans:

- 5) Explore requirements, needs, and resources for handling born-digital objects. There are two types of objects included in this investigation: 1) “official” publications of state, counties, and municipalities, including some documents published on the Web and 2) “personal” items that will become part of local collections historical and organizations collections in the future, including digital photographs, video, audio, personal narratives/diaries in a variety of media and formats, but most of which are unpublished and poorly maintained. Both types of objects require archival conservation. Funding here will support inviting specialists involved in this topic to Minnesota to participate in a forum/discussion with representatives from across Minnesota to develop a vision for addressing this issue by the MDLC.
- 6) Explore the technical aspects of a social computing project that will allow visitors to “Minnesota Reflections” to comment on the objects in the collection. We seek answers to these and other questions: How do we make “Minnesota Reflections” more participatory for the end users? How do we balance end-user contributions with curatorial standards and presentation? Funding for this work will include a prototype social networking project.
- 7) Expand work with creating learning objects for K-12 teachers by providing funding to train teachers to develop their own curriculum using “Minnesota Reflections.” This project will expand on work conducted with the past two grant cycles using Pachyderm, an open-source interactive software package developed with IMLS grant funding.
- 8) Build on the integration of “Minnesota Reflections” into the MnLINK Gateway and explore how we can create universal access to distributed digital collections across Minnesota. While several organizations have started using CONTENTdm, the same database platform on which “Minnesota Reflections” is built, most are using highly idiosyncratic databases with variable metadata and database standards. These idiosyncrasies present unique challenges for providing universal access to collections and the Minnesota Digital Library Coalition needs to further investigate these challenges.
- 9) Explore and begin to develop standards and best practices for the preservation of digital collections, including preservation metadata, and provide leadership in this area. Work in 2007-08 will begin to establish best practices for digital preservation.

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**11. Project Outputs:**

Projects

- 1) 3,750 newly digitized images (\$22,500).
- 2) 2,250 newly digitized documents, including transcriptions (\$22,750).
- 3) 1,000 newly digitized maps (\$15,000).
- 4) Updated and improved standards for digitization of images, documents and maps.
- 5) Educational packages created by teachers using Pachyderm and MDL content/resources.
- 6) A functioning prototype of a social networking component to “Minnesota Reflections.”
- 7) Updated standards and best practices for two-dimensional and paper-based objects.
- 8) A report on the needs and challenges for developing best practices and recommendations for ensuring accessibility to and archiving of born-digital objects.
- 9) Results of a test of methods for providing universal access to existing digital collections.
- 10) Ingest of 9,000+ new objects to “Minnesota Reflections,” 2000+ provided as digital images to MDLC.
- 11) Annual maintenance agreements for all MDLC infrastructure in place.
- 12) Systems/server/software upgrades and support.
- 13) Rental of long-term remote storage space for back-up and disaster recovery master files.

**12. Project Outcomes:**

- 1) Continued availability of existing Minnesota Digital Library resources.
- 2) More digital resources available for use by people in Minnesota and across the nation.
- 3) More usable resources for Minnesota teachers as a result of work with learning objects.

**13. Other Results:**

- Increased awareness of the Minnesota Digital Library and its work.
- Greater understanding by organizations across the state of the role the Minnesota Digital Library can and should play in digitizing and making accessible to the public the valuable resources held across the state.

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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.**

The members of the Minnesota Digital Library Coalition Steering Committee donate their time to this project for Steering Committee meetings and preparation time. Also, various members of the steering committee dedicate an average of 15 hours a month to MDL work above the meetings and others dedicate an average of 10 hours a month to the project. MINITEX also contributes work by staff members for such tasks as meeting arrangements, budget and financial support, and other project administration tasks.

**In-kind – \$149,046 (50% maintenance)**

**B. Telecommunications:**

These services are also as in-kind by St. Cloud State University, specifically the cost of the telephone service needed for management team conference calls, and outreach coordinator work. Included in this in-kind estimate is the cost of providing computer network services.

**In-kind – \$1,000 (maintenance)**

**C. Telecommunications Equipment:**

**D. Automation Hardware:**

The MDLC is seeking funding to purchase a development server dedicated to the social networking project and a replacement laptop for the outreach coordinator.

**LSTA–\$4,105**

**E. Automation Software:**

We are seeking funds for the Annual Maintenance Agreement for CONTENTdm, rate is based on current figure plus an anticipated 7 percent price increase.

**LSTA–\$3,602 (Maintenance)**

**F. Staff Development:**

**G. Supplies:**

The MDLC is seeking funding to purchase gold CDs for distributing copies of master files to contributing organizations, other small computer resources, and support for printing, photocopying, postage and delivery charges. SCSU and MINITEX will provide a match of miscellaneous printing and photocopying costs.

**LSTA – \$1,800 (Maintenance)**

**In-kind – \$500 (maintenance)**

**H. Library Materials:**

**I. Online Resources:**

**J. Library Equipment and Furniture:**

**K. Contractual:**

**Outreach Coordinator** – MINITEX will contract with SCSU for continued work of the Outreach Coordinator, Marian Rengel, at an anticipated rate of \$337/day including benefits, for 230 days (90% time). Included in this contract will be \$5,000 in travel support.

**LSTA – \$47,826 (30% maintenance)      Cash Match (MINITEX) – \$30,000 (maintenance)**

• **Project Director** – Keith Ewing, library professor in Learning Resources & Technology Services at St. Cloud State University, has provided project coordination and leadership for this project. MINITEX will contract for 5 days of Mr. Ewing’s time at a rate of \$580.55/day including benefits. SCSU will contribute 15 days of Mr. Ewing’s time as in-kind.

**LSTA – \$2,903 (30% maintenance)**

**In-kind – \$8,708 (maintenance)**

**Outreach project support** – MINITEX will also contract with SCSU for needed project support staff at a rate

of \$11 an hour.

**LSTA – \$2,640 (maintenance)**

**Infrastructure support** – The University of Minnesota Libraries will continue to provide infrastructure support for the Minnesota Digital Library in FY2007. Their costs include:

Rental of off-site storage for back-up of MDL master files and data – \$4,800

Systems and application administration support – \$4,500

Interface maintenance and modification for “Minnesota Reflections” – \$2,500

Data ingest for collections added to “Minnesota Reflections” – \$15,000

**LSTA – \$26,800 (Maintenance)**

**Digitization Project support** – The Minnesota Digital Library Coalition will continue to provide digitization services to organizations across Minnesota. FY07 project plans include digitizing

- 1,000 maps (\$15 each) – \$15,000
- 3,750 images (\$7.50) – \$28,125
- 2,250 documents (\$12.50) – \$28,125

In addition, the MDLC will provide financial assistance to create necessary transcriptions of hand-written documents at an average rate of \$10/page – \$4,000.

In FY07, in response to participant requests, we will provide some financial assistance to organizations for completing metadata work, which will help the MDLC bring in more collections from smaller organizations. This estimate is based on an assistance level of \$25.72/hour w/benefits (AFSCME library technician) plus mileage, for a five-hour, 100-mile-round-trip visit. This funding rate would allow us to fund 29 such trips. Service levels, however, will vary. \$5,000.

**LSTA – \$80,250**

**Research and Development** – MINITEX is seeking funding to contract with MDLC Steering Committee member organizations to conduct four research and development projects

**Born-digital** – For this project, we will bring in national experts for forums with Minnesota representatives to discuss the needs of archiving and preserving such collections.

**LSTA – \$10,000**

**Social networking** – preliminary discussions of MDLC management team members provide the basis for this pilot project and the costs estimates to support this request. This project will include research and prototyping.

**LSTA – \$15,000**

**Curriculum development** – In a project that builds on the work the MDLC has conducted with K-12 teachers during the past three grant cycles, we will begin training and supporting teachers as they create learning objects using the instance of Pachyderm that will be hosted on a UofM server. The Minnesota State Colleges and Universities Chancellor’s Office is committing funding to this project.

**LSTA – \$15,000**                      **Cash match (MnSCU) – \$10,000**

**Universal access** – Builds on the research conducted by the MDLC in FY06 of digital collections in the state and begins the analysis of necessary technical solutions to problems diagnosed in assessment of statewide collections.

**LSTA – \$15,000**

**L. Other:** (specify)

**Support for MDLC Steering Committee and its subcommittees and working groups** – MINITEX will provide mileage for outstate members whose organizations cannot afford to cover this cost, as well as food for longer meetings

**In-kind (MINITEX) – \$10,520 (maintenance)**

**Support for the 2007 Minnesota Digital Library Annual Meeting** – in-kind from registration fees

**In-kind – \$2,500**

**Publicity** – includes materials for 2007 Minnesota State Fair, booths at conferences, printing of publicity materials. MINITEX will pay for these costs.

**In-kind (MINITEX) – \$2,500 (maintenance)**

## GRANT CONTRACT BUDGET

<b>VISION NAME:</b> State Library Services	<b>ED-061638-12</b>
	4/05

<b>RANTEE/FISCAL AGENT NAME</b> MINITEX Library Information Network
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<b>ROJECT NAME:</b> Expanding the Minnesota Digital Library: Continuing to Grow a Statewide Resource
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OBJECT CODE	BUDGET COST CATEGORIES AND DESCRIPTION	MDE AMOUNT OF LSTA FUNDS REQUESTED	LOCAL CASH MATCH	LOCAL IN-KIND MATCH	PROJECT TOTAL
100	SALARIES AND WAGES			110,404	110,404
200	FRINGE BENEFITS			38,642	38,642
300	PURCHASED SERVICES				
	CONSULTANT SERVICES	215,419	40,000	8,708	264,127
	TELECOMMUNICATIONS SERVICES			1,000	1,000
	TELECOMMUNICATIONS EQUIPMENT				
	PRINTING & DUPLICATING	1,300		500	1,800
	POSTAGE AND PARCEL SERVICES	500			500
	AUTOMATION SOFTWARE	3,602			3,602
	AUTOMATION HARDWARE	4,105			4,105
	STAFF DEVELOPMENT				
	STAFF TRAVEL - INSTATE				
	STAFF TRAVEL- OUT OF STATE				
	WORKSHOP & CONFERENCES ( PARTICIPANTS MEALS, LODGING & TRAVEL AND MEETING ROOMS & AV EQUIPMENT RENTAL)				
	OPERATING LEASES OR RENTALS				
	PURCHASE SERVICES - OTHER				
400	SUPPLIES AND MATERIALS				
	SUPPLIES				
	LIBRARY MATERIALS				
	ONLINE RESOURCES				
	LIBRARY EQUIPMENT & FURNITURE				
800	OTHER EXPENDITURES (LIST)				
	Committee meeting, annual meeting, publicity			15,520	15,520
	TOTAL DIRECT COSTS	\$224,925	\$40,000	\$174,774	\$439,700
	INDIRECT ALLOWED UNDER FEDERAL LSTA PROGRAM	NA			NA
		No Indirect			\$ -
					\$ -
	PROJECT TOTALS	\$224,925	\$40,000	\$174,774	\$439,700

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### **15) Project Continuation**

The Minnesota Digital Library Coalition is committed to the long-term success of the Minnesota Digital Library. Much of the research and development of this grant project is aimed at providing leadership in challenging areas of digitization and in providing more services to the organizations with information to share and to the people seeking that information.

Organizations that have participated in the development of “Minnesota Reflections” see that collection as an invaluable new asset to Minnesota. It increases access by the public to their collections, and broadens that access to the world. Participation helps them increase revenue streams, create high quality exhibits and publications from the digital masters they receive, gives them access to a growing resource that provides statewide context to the items in their collections. They see the success of “Minnesota Reflections” and the Minnesota Digital Library as part of their responsibility in providing access to the public to the state’s historical resources. Such support will help the Minnesota Digital Library Coalition persevere in a rapidly evolving environment, one in which we are challenged to not wait until we have all of the answers to begin providing leadership and resources.

In light of our growing understanding of the importance that the Minnesota Digital Library is taking on in the state, the MDLC Steering Committee members will continue to provide institutional support for this project to ensure its continuation and the fulfillment of the MDL vision. These organizations donate the time of their employees to participate in meetings and project development, to advise on and in many cases to develop the projects and activities of the MDL. This commitment will continue through the FY07 project.

As we make this grant application, we are also seeking state funding as a program within MINITEX Library Information Network from the Minnesota Legislature. The MDL is on the Minnesota Library Association’s legislative agenda and representatives of the MINITEX and the MDLC will meet with state representatives to demonstrate to them the value of the MDL and “Minnesota Reflections.” Bill DeJohn, director of MINITEX, now the administrative home of the MDL, is working with the Minnesota Office of Higher Education, Minnesota State Library Services and School Technologies, and the Minnesota Library Association to move MDL funding legislation forward during the 2007 session.

### **16) Evaluation:** See Directions

The Minnesota Digital Library Coalition will assess outcomes by:

- Regularly reporting on digitization and grant activities by the responsible committee members.
- Monitoring, recording and reporting on MDL use statistics, available to steering committee through a project Web site.
- Querying participating organizations to assess the level of value they are finding in the Minnesota Digital Library.
- Tracking information received by participating organizations, steering committee members, and other sources.
- Monitoring and collecting media coverage of the resources.

#### Monthly

- Reports and assessment of progress made to Steering Committee by project leadership, including the outreach coordinator, digitization site coordinators, management team members, and other committee representatives.
- Reports on the use of “Minnesota Reflection” and other MDL content.

#### Quarterly

- Evaluation and assessment reports to the Steering Committee on computer infrastructure and its needs.
- Budget reports on timely spending of grant funds.

- Reports from project director on progress toward achieving project outputs and outcomes.

Semiannually

- Mid-term evaluation to LSTA on grant project.

Annually

- Survey people attending the MDLC annual meeting and incorporate findings into planning and project development.
- Final report to LSTA on grant project

**17) Attachments:** See Directions

- Letters of support form MDLC Steering Committee member organizations.
- Timelines.
  - Project Timeline.
  - Evaluation Timeline.

**Minnesota LSTA FFY2007:Goal 2A-2C Competitive Grant Application:**

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**18. 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 with alternative versions available on the IMLS website.

*"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)."*

All items created or purchased with LSTA funds must carry a label or some public acknowledgement of the federal funding provided by IMLS and through the Minnesota State Library Agency. This includes all marketing and promotional products as well.

- 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 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, 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/School Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Library Director/School Media Center Director

**Submit one electronic copy and one fully signed and dated original to State Library Services by 4:00 p.m. on Friday, March 16, 2007, or postmarked March 16, 2007. Failure to meet submission date requirements as specified will disqualify your application.**

MDLC Project Timeline LSTA 07												
	July 2007	August 2007	September 2007	October 2007	November 2007	December 2007	January 2008	February 2008	March 2008	April 2008	May 2008	June 2008
<b>Infrastructure</b>												
Meet Infrastructure needs Purchase annual maintenance agreement Rent server storage space Infrastructure team			→									
<b>Digitization</b>												
<b>Solicit map, image and document digitization projects</b> Outreach coordinator, digitization centers, management team										→		
<b>Digitize projects, coordinate metadata submission</b> Digitization centers, outreach coordinator			→	→	→	→	→	→	→	→	→	→
<b>Project ingest to CONTENTdm</b> Infrastructure team				→	→	→	→	→	→	→	→	→
<b>Update current standards and best practices</b> MINITEX/MDLC Standards subcommittee			→									
<b>Ongoing outreach work with organizations across Minnesota</b> Outreach Coordinator, Management team												→
<b>Research and Development</b>												
<b>Explore born-digital needs, requirements, resources</b> Steering Committee, outreach coordinator			→	→	→	→	→	→	→	→	→	→
<b>Conduct social networking research and prototype project</b> Management team, infrastructure team, outreach coordinator			→									
<b>Learning object development w/Pachyderm</b> Outreach coordinator, K-12 team, MINITEX										→		
<b>Continue investigation into providing universal access to digital collections in Minnesota</b> Infrastructure team, outreach coordinator, management team										→		
<b>Research preservation of digital archives</b> Management team, Steering Committee, infrastructure committee					→	→	→	→	→	→	→	→

<b>MDL LSTA Grant application Assessment/Evaluation Timeline FY07</b>		
	<b>Reports</b>	<b>Evaluation</b>
<b>July</b>	Outreach coordinator report	
<b>2007</b>	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	R&D – Learning Object planning report	
<b>August</b>	Outreach coordinator report	
<b>2007</b>	Committee reports	
	Digitization site reports	
	Update on K-12 work	
	Counts on MDLC search/interface site	
	Infrastructure team report	
	R&D – Learning Object project planning report	
	R&D – Universal Access planning report	
<b>September</b>	Outreach coordinator report	
<b>2007</b>	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	Standards update	
	R&D – Born-Digital project planning report	
	R&D – University access project report	
<b>October</b>	Outreach coordinator report	Progress toward goals. Assessment of needs to achieve goals (Management team)
<b>2007</b>	Committee reports	
	Digitization site reports	Review of reports, analysis of progress. Project needs assessment (Outreach coordinator)
	Update on K-12 work	
	Counts on MDLC search/interface site	
	Budget/spending	
	R&D – Learning Object development report	
	R&D – Social Computing project plan report	
<b>November</b>	Outreach coordinator report	
<b>2007</b>	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	R&D – Born-Digital project planning report	
	R&D – Preservation project planning report	
<b>December</b>	Outreach coordinator report	Review of reports. Analysis of work done toward achieving goals. (Outreach coordinator/Project director)
<b>2007</b>	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	R&D – Learning Object development report	
	R&D – Social Computing project report	
<b>January</b>	Outreach coordinator report	Mid-term evaluation for LSTA, based on goals in grant application (Project director)
<b>2008</b>	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	Budget/spending	
	R&D – Born-digital forum report	
	R&D – Universal access project report	
<b>February</b>	Outreach coordinator report	Review of reports, analysis of progress. Project needs assessment (Outreach coordinator)
<b>2008</b>	Committee reports	

	Digitization site reports	
	Counts on MDLC search/interface site	
	R&D – Learning Object development report	
	R&D – Social Networking project report	
	R&D – Preservation project report	
<b>March 2008</b>	Outreach coordinator report	Progress toward goals. Assessment of needs to achieve goals (Management team)
	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	Counts on MDLC search/interface site	
	R&D – Born-Digital report	
	R&D – Preservation project report	
<b>April 2008</b>	Outreach coordinator report	Review of reports, analysis of progress. Project needs assessment (Outreach coordinator)
	Committee reports	
	Digitization site reports	
	Budget/spending	
	Counts on MDLC search/interface site	
	R&D – Learning Object development report	
	R&D – Universal access project report	
<b>May 2008</b>	Outreach coordinator report	Review of reports, analysis of progress. Project needs assessment (Outreach coordinator)
	Committee reports	
	Digitization site reports	Progress toward goals. Assessment of needs to achieve goals (Management team)
	Counts on MDLC search/interface site	
	R&D – Social Computing project reports	
	R&D – Preservation project report	
<b>June 2008</b>	Outreach coordinator report	Study changing patterns of access to and use of collections in the MDL (Assessment committee)
	Committee reports	
	Digitization site reports	
	Counts on MDLC search/interface site	
	R&D Learning Object final report	
	R&D – Born digital final report	
	R&D – Social Networking final report	
	R&D – University Access final report	
	R&D – Preservation final report	Evaluate results of survey (Assessment committee)
	Survey people attending MDL annual meeting	
<b>July 2008</b>		• Final report for LSTA including quantitative and qualitative evaluation of success of grant project (Project director/Steering Committee)