

ATTACHMENT A

GOAL 2B

**LIBRARY SERVICES AND TECHNOLOGY ACT FEDERAL (LSTA) GRANT
FEDERAL FISCAL YEAR 2008**

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 14, 2008, or postmarked by midnight on March 14, 2008 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 FFY2008: Goal 2B 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, 2008-2012, for the use of LSTA:

1. Applicant institution name and address:

MINITEX Library Information Network, 15 Andersen Library, 222-21st 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, 222-21st Ave. S., Minneapolis, MN 55455-0439 (612) 624-4002.

b. Grant Administrator/Coordinator: 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, Iron Range Research Center, Winona State University, St. Paul Public Library, Nicollet County Historical Society

3a. Project Title: Minnesota Digital Library Development and Expansion

3b. Federal Funds Requested: \$234,953

4. End Users: Estimated number of people to be served 5,231,106

The primary population served by the Minnesota Digital Library is the entire state: latest population estimate (December 2007) – 5,231,106. The eventual target population will include people worldwide. Evidence indicates that people across the United States and even in Europe are using our “Minnesota Reflections” database.

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, 2008-2012: Please check off the goal and program that best fit your proposal. Goal 2B – Statewide Initiatives: Program 3

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

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

The work of the Minnesota Digital Library Coalition supports LSTA goal 2, program 3.

The Minnesota Digital Library Coalition will continue to provide to the citizens of Minnesota access to the state's unique resources by encouraging and 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 December 2007, our digital collection, "Minnesota Reflections," contained more than 20,000 objects. This compares to the approximately 13,000 objects in the collection a year ago.) In 2008-09, we will build upon the work we began in previous years, expand several areas of research and development initiated in 2007-08, and conduct a focused assessment of the use of our "Minnesota Reflections" collection. The Minnesota Digital Library Coalition will continue to work collaboratively with state and regional organizations to identify and fulfill user and contributor expectations, and ensure visibility, access, and integration of the Minnesota Digital Library collections with other library services and resources. MINITEX was successful in receiving some funds from the Minnesota State Legislature in 2007 and has now assumed responsibility for costs of ongoing maintenance of hardware and software as well as some staffing costs.

9. Project Purpose: READ directions!

The overall purpose of this grant project is to allow for the continued development of the Minnesota Digital Library, both its functional task of digitizing and making available to the public unique local resources and its broader vision of providing access to information across the state through one centralized and coordinated computer resource. As the Minnesota Digital Library has developed, the coalition of organizations that leads and conducts the MDL's work has consistently maintained two tracks: Creating a database of digital resources and conducting research and development into areas of broader computer-based, centralized, statewide information resources. We have reached a point in that development where we can focus on refining projects and pursuing productive directions in areas we previously conducted only research. The MDLC has developed a five-year plan to guide our work, and in pursuit of that plan we see 2008-09 as a year to focus on the development of Minnesota Reflections through continued digitizing, assessing the use of that digital collection, providing user input into Minnesota Reflections, and assessing the viability of our database software, CONTENTdm. We will also pursue "connectivity" options, an area we have often referred to as universal access, but which we have determined is better described as accessing existing collections, and continue work on providing teachers with tools to use Minnesota Reflections and providing the public with means of contributing to the information in Minnesota Reflections.

To achieve our purpose, the representatives of the organizations participating in the Minnesota Digital Library coalition have renewed their commitment to the goals of this statewide initiative and agreed to continue to work collaboratively to grow the Minnesota Digital Library as a resource for the people and organizations of Minnesota.

For FFY2008, we propose building upon our successes. Our goals are:

1. Digitization: Continue working with organizations across the state to digitize document, map and photographic collections and make them available to the public in our "Minnesota Reflections" database.
2. Minnesota Reflections user assessment and metadata development: Conduct an assessment of the people and organizations that use "Minnesota Reflections." And, based on that assessment, examine and improve the quality of the metadata in "Minnesota Reflections" and adjust and improve the functionality of that metadata to allow more effective searches of the database
3. Social Networking: Build on the work of our social networking project and assess its value to users and the Minnesota Digital Library.
4. Curriculum Development: Expand beyond our current initial training project with K-12 and community college teachers to take training out to teachers across the state. The project trains teachers in the use of the Pachyderm authoring tool to allow teachers to create learning objects

using the “Minnesota Reflections” collection.

5. Access to collections: Continue researching and assessing means of creating connectivity through the Minnesota Digital Library to resources located and developing across Minnesota. Conduct a proof-of-concept project to test research results.
6. Increased statewide awareness of the existence and development of the Minnesota Digital Library through presentations given by the MDLC Outreach Coordinator, by the MINITEX Library Information Network staff, and others within the Minnesota Digital Library Coalition.

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

10. Project Activities/Methods: READ directions!

The Minnesota Digital Library Coalition has used a coordinated approach to pursuing projects. Our Outreach Coordinator is primarily responsible for bringing in new digitization projects, working with current participants and encouraging organizations to participate for the first time. In addition, she coordinates and implements the plans and projects for all MDLC initiatives. She arranges contracts with consultants, establishes advisory committees for each project, and oversees the projects as they develop. She coordinates work with MINITEX staff and the staffs at the University of Minnesota Libraries, St. Cloud State University and other MDLC member organizations to undertake these projects.

Activities:

1. St. Cloud State University will continue to provide outreach services, through the work of Marian Rengel outreach coordinator, to the Minnesota Digital Library project.
2. St. Cloud State University will continue to provide project leadership through the work of Keith Ewing.
3. University of Minnesota Libraries will provide digitization services, infrastructure and database management oversight and project support
4. MINITEX will provide grant coordination and project leadership
5. MINITEX will provide fiscal management services and project support staff
6. Organizations such as the Minnesota State Colleges and Universities Office of the Chancellor, Minnesota State University, Mankato, Winona State University, Minnesota Historical Society will provide direct project participation, in activities such as planning our annual meeting, coordinating digitization services, and support the work of our consultants.

We are committed to doing the following work in support of our goals.

Goal 1 – We propose digitizing approximately 7,000 objects, increasing attention to hand-written documents and maps, but continuing to digitize photographic objects. At that rate, digitization will continue at the pace set in FFY2007 when we digitized more than 3,000 photographic images, 2,300 document pages, and 1,400 maps (Note that some of our documents are typed or typeset and we are able to digitize with sheet-fed processes, drastically reducing cost and increasing the numbers of pages. Three projects in 2007-08 were completed with sheet-fed processes: 8,126 pages for the cost of 914 handwritten pages). Because digitizing collections from across the state and making the digital images readily available to the public has been a goal of Minnesota's LSTA program since the Minnesota Digital Library began and since continued digitization and sharing collections continues to be an LSTA goal, the MDL proposes keeping digitization as a key component of our work. Approximately 50 percent of our proposed LSTA budget will be spent on digitizing collections, including the time the MDL Outreach Coordinator spends developing and working with contributing organizations and managing the digitization projects.

Activities:

1. Maintain software licenses and computer hardware as needed – Needs for FFY2008 include annual maintenance agreements, minor hardware purchases.
2. Provide long-term primary and back up storage space for digital master files through University of Minnesota Libraries technical support services
3. Digitize approximately 7,000 objects. Since 2006, this work has included maps, plat books, blueprints, handwritten documents, printed and typed documents, in addition to all forms of photographic media. Demand for documents and maps has been high, and we have increase the portion of LSTA funds designated for that digitization work.
4. Explore digitization of audio and/or video projects, seeking out, for example, recordings of Minnesota musicians, politicians, cultural heritage events, recordings from early radio stations or oral histories, starting on a small scale to allow work on best practices and database management issues.
5. Bring additional collections of already digitized objects into "Minnesota Reflections."

6. Provide funding to create transcriptions for handwritten documents. This service has helped us bring farmers' journals, letters, early county, city, township and other documents into our collections.
7. Continue to offer organizations with metadata training and creation assistance.
8. Continue work to encourage use of and train organization in digitization best practices.

Goal 2 – As we move ahead with growing “Minnesota Reflections,” we will work to improve the overall quality of the content and functionality of our database. We plan to spend time in FFY2008 analyzing how people use the site and how we can improve the quality of our metadata to better facilitate searches by users. As part of this goal, we will complete an assessment of the users of Minnesota Reflections to get a more detailed understanding of the service we currently provide to the people of this state. Then we will examine our metadata scheme, the richness of existing metadata, and the capabilities of our database management software to enhance search and discovery, such as limiting searches by object type (document, images, or map). We will contract with an assessment specialist for analyzing use, then coalition members will conduct the work of modifying metadata as recommended.

1. Contract with a consultant to conduct a use analysis of our “Minnesota Reflections” database.
2. Enhance metadata to allow for more complete searching.
3. Adapt database management software to allow for more flexible searching.

Goal 3 – Work on our social networking project, which we call the “Social Side of Reflections,” has progressed so well that we can begin to see the future of this project to provide users with a way to comment on the objects in “Minnesota Reflections.” Contractor Eric Celeste created a wiki-based comment system that runs off a server at MINITEX and interoperates with CONTENTdm. With more than a month remaining in of our proof-of-concept project, we see that people are indeed interested in sharing their knowledge of objects in Reflections and in using the comment feature as a way to gain further information from Minnesota Digital Library contributors. In FFY2008, we will again contract with Mr. Celeste to develop enhancements to the Social Side of Reflections to allow contributors to receive and respond to comments left on their items, to begin working on social tagging projects, and to explore more public ways of allowing people to comment on our collection. In addition, based on our on-going work with developing the Pachyderm multimedia authoring application, the MDLC, through MINITEX Library Information Network, our fiscal home, has partnered with New Media Centers in their IMLS national leadership grant to participate in “steve,” (<http://steve.museum/>) the art museum social tagging project. Our social networking project will feed into the “steve” work should the New Media Centers be successful in obtaining that grant. Awards are announced in September 2008.

Activities

1. Contract with a contractor to continue this work.
2. Recruit organizations with collections in “Minnesota Reflections” to participate in service developments.
3. Provide advisory committee to assist in decision making and results analysis

Goal 4 – In FFY2007, we contracted with Sandbox Studios, which is working collaboratively with the University of Minnesota, to develop training for K-12 and community college teachers in using Pachyderm, an authoring tool for creating online learning objects. In addition to \$15,000 in LSTA dollars, Minnesota State Colleges and Universities, through their library services office and the iSEEK office, contributed \$35,000 to this project. Sandbox is working collaboratively with several offices at the University of Minnesota to coordinate work with Pachyderm. Sandbox will offer training to approximately 10 teachers in the spring of 2008. We anticipate again contracting with Sandbox in FFY2008 to expand the training opportunities to teachers across the state. In part, our ability to do so will depend upon the lessons MDL personnel and Sandbox staff learn about using the Pachyderm software in a collaborative environment. Continued LSTA funding for this project will allow us to train more teachers and thus allow more students access to the resources in “Minnesota Reflections.”

Activities

1. Contract with consultants to continue this work
2. Provide an advisory committee to assist in decision making and results analysis
3. Make learning objects created available to teachers through the Minnesota Digital Library Web site

4. Publicize these new learning objects.

Goal 5 – A long-term goal of the Minnesota Digital Library has been to provide access to the growing numbers of digital resources across the state. We have, in previous LSTA grants, researched who in the library and museum communities is developing databases and resources. We continue to investigate and consider options and opportunities for working with these disparate organizations to eventually provide a central method for users to access resources beyond the central repository approach of “Minnesota Reflections.” In FFY2007, we are partnering with the Minnesota Historical Society to explore the ability of a proprietary software package to search across disparate collections and return organized results to users. That exploration is ongoing. We have learned a great deal about the challenge of providing interconnectivity and how it is compounded by varying goals and procedures for creating databases, resources, and metadata on the part of participating organizations. While some further research is needed to better identify developments across the state, as well as in the computer industry, to support the development of coordinated access to collections, we anticipate contracting with library and software specialists to conduct effort to connect existing connections; we have identified organizations willing to participate in this effort and are working toward the decisions that will allow us to conduct this proof-of-concept project in FFY2008. We seek in FFY2008 to determine how to facilitate the user’s ability to find resources, to assist organizations in presenting information in the most productive way, and to work toward providing centralized access to the state’s wide variety of digital resources.

Activities:

1. Contract with a consultant to continue work in providing access to existing collections through a centralized computing resource
2. Recruit organizations across the state with existing collections to participate in a proof-of-concept project
3. Provide an advisory committee to assist in decision making and results analysis.

Goal 6 – FFY2007 was a busy year for the Minnesota Digital Library coalition for presentations, publicity efforts, and spreading the word of our development. To date in the FFY2007 grant period, the outreach coordinator has made formal presentations to: Minnesota Educational Media Organization annual meeting, Olmsted County Genealogic Society; Midwest Open-Air Museums Coordinating Council annual conference, two teacher-training workshops that are part of a southeast Minnesota Teaching American History grant. Additional conferences are scheduled during the FFY2007 cycle include presentations at the “Afloat in a Wireless Pond” Minnesota sesquicentennial event, the Minnesota Association of Local History Museums, and the Minnesota council of History Educators, and the directors and reference librarians in the Traverse de Sioux Regional Library system. We have also submitted a proposal to be part of the May 28-30 conference at St. John’s University/College of St. Benedict – “The State We’re In: Creative and Critical Approaches to Minnesota History at 150.” In addition to these formal presentations, the MDLC and MINITEX staff have increased the amount of publicity going out to the state through the MINITEX, Minnesota Historical Society, multi-type library system services, and the use and development of our own listserv. We have also been pursuing efforts with participating organizations, including governmental agencies, to increase awareness across the state. Our goal in FFY2008 is to continue to increase these efforts and to take advantage of opportunities as they arise to inform people of the work of the Minnesota Digital Library and the resources we have to offer and the vision we have to develop.

Activities

1. Continue to pursue and accept opportunities to make formal presentations to organizations across the state.
2. Increase publicity efforts, which have been steadily growing, as awareness of the Minnesota Digital Library continues to increase.
3. Pursue opportunities to collaborate and participate in regional and national projects and conferences.

Update on Minnesota Reflections

The Minnesota Digital Library is now in Phase 4 of the development of “Minnesota Reflections,” its database of digital copies of primary historical resources from across the state. As of February 2008, we had 13,916 unique titles in Minnesota Reflections, which include more than 21,000 unique digital objects. Our collection contains simple and complex objects. Simple objects are the result of scanning one-page, one-sided originals, such as photographs, negatives, individual maps, postcards, cartoons, and blueprints. Complex objects come from originals that have more than one page and include such original formats as plat books, personal journals, letters, and published legislative records. By the end of Phase 4 in June 2008, we will have added approximately 13,000 unique digital objects to the database; that is we will have added that many scans. Since many of the originals we are working on are multi-page originals such journals, plat books, and annual reports, we do not have a count on the number of titles we will have added. We obtain that figure once the objects are in CONTENTdm. Stil, our collection will grow considerably once FFY2007 digitizing is complete.

In FFY2005 (Phase 2), we expanded our collection work beyond the limits of historical photos that we had in Phase 1 and began bringing in historical documents as well. We also extended our timeline into the 1920s, after it had been only through 1908 for phase 1. In Phase 2, we brought in document projects from nine organizations and photographic collections from 29 organizations. In FFY2006 (Phase 3), we broadened our time frame through the 1950s and encouraged organizations to contribute plat books, journals, etc. We also expanded our definition of “photograph” to include many forms of negatives, and other forms of two-dimensional, one-sided objects such as artwork, blueprints, and architectural drawings. That year we brought in 4,000 photographs, or simple objects, 2,200 document and 508 maps. Here in FFY2007 (Phase 4), we continued our work with photographs, drawings, blueprints and expanded our time frame into the present. We’ve digitized or have committed to digitize as of February 2008 2,100 photographs, 6,000 document pages, and 1,400 maps, including plat books. This represents approximately 80 percent of the work we will have done once FFY2007 work is complete.

The Minnesota Digital Library Coalition tracks use of Minnesota Reflections through a statistics page designed and maintained by the University of Minnesota Libraries technology staff. We began tracking use statistics on August 10, 2005. We are able to track unique visitors, number of visits, number of pages viewed, hits to objects in Reflections, and bandwidth used. We gather information for statistical purposes only; searches and page views are not recorded in a way that they can be associated with specific individuals or IP addresses.

Table 1 shows the increased use of the site and also reflects growth of our collection

Final month of ...	Unique visitors	Number of visits	Pages visited	Hits
December 2005	1,382	2,258	26,595	251,790
December 2006	2,955	4,319	74,546	356,102
December 2007	8,893	18,059	180,410	851,740

Table 2 shows recent use of the site

Month	Unique visitors	Number of visits	Pages visited	Hits
November 2007	8,322	1,7919	114,925	743,893
December 2007	8,893	1,8059	180,410	851,740
January 2008	8,662	1,8187	184,416	1,051,422

We can also track this data for the collections provided by individual organizations with collections in Minnesota Reflections.

Table 3 shows the growth of the Nicollet County Historical Society collection and the growth in page views for the entire calendar year, though the new items were added to our database at varying times during each year. Nicollet is contributing yet another project of photos and a beautiful plat book during Phase 4. Their director, Ben Leonard, serves on the MDLC Steering Committee.

Nicollet County Historical Society		
Project year	Items in collection	Total page visits at end of year
2005 (Phase 1)	416	13,770
2006 (Phase 2)	671	105,152
2007 (Phase 3)	786	214,501

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

11. Project Outputs:

- 3,000 newly digitized images
- 1,500 newly digitized maps
- 2,500 newly digitized documents, including transcriptions for handwritten
- Detailed analysis of use and users of “Minnesota Reflections”
- Improved searching of the “Minnesota Reflections” database
- Expanded value-added services to the Social Side of Reflections project
- Educational packages created by teachers using Pachyderm and MDL content/resources
- Added capacities to the Social Side of Reflections, our social networking component of Minnesota Reflections

12. Project Outcomes:

- Expansion of Minnesota Reflections
- Increased awareness of and knowledge of digitization and metadata standards and best practices in organizations across the state.
- Increased participation by organizations across the state in the development of Minnesota Reflections
- More digital resources available for use by the people of Minnesota, the nation and the world
- Continued availability of existing Minnesota Digital Library resources
- Expanded understanding of interest among users in commenting on objects in “Minnesota Reflections”
- Increased opportunity by users to contribute to the development of the Minnesota Digital Library and “Minnesota Reflections
- Increased access to digital collections developing across the state
- Increased awareness among K-12 and post-secondary teachers of the resources in “Minnesota Reflections” and increased awareness among their students of these valuable primary resources.

13. Other Results:

Increased visibility of the Minnesota Digital Library through:

1. Increasing the number of organizations with collections in “Minnesota Reflections.”
2. Increasing the number of organizations participating in Minnesota Digital Library initiatives such as the Pachyderm training and the project to provide centralized access to collections developing across the state
3. Increasing the number of teachers who use Minnesota Digital Library resources in their classrooms.
4. Presentations at statewide conferences and at regional and local libraries and historical societies.
5. Increased publicity efforts.
6. Increased integration of the Minnesota Digital Library into MINITEX services.

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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 members donate their time to this project for meetings and project work. The MDLC is currently working on restructuring and this will alter the amount of time members spend on the project, decreasing it for members of our new advisory council and increasing it for members of the Committee of the Whole and our two new working committees. MINITEX also contributes work by staff members for such tasks as meeting arrangements, budget and financial support, and other project administration tasks.

In-kind – \$49,508

B. Telecommunications:

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

In-kind – \$1,000

C. Telecommunications Equipment:

D. Automation Hardware:

MINITEX Library Information Network will provide cash-match for the annual maintenance on MDL servers located at the UofM, and for the purchase of supplemental hardware. Also, MINITEX and St. Cloud State University provide in-kind contributions to the project by providing space on supplemental servers.

Cash-Match – \$9,260

In-kind – \$5,300

E. Automation Software:

MINITEX will provide cash-match for the annual maintenance on the MDLC's three principal pieces of software – CONTENTdm, the JPEG2000 extension, and the OCR extension.

Cash Match – \$4,452

F. Staff Development:

G. Supplies:

The MDLC is requesting the cost of the basic supplies for digitizing historic objects, for the CDs we use for providing contributing organizations with copies of the master digital images, other small computer resources as needed, and support for photocopying, delivery charges and postage. MINITEX and SCSU will provide in-kind match for miscellaneous office needs.

LSTA – \$3,000

In-kind – \$500

H. Library Materials:

I. Online Resources:

J. Library Equipment and Furniture:

K. Contractual:

Outreach Coordinator – MINITEX will contract with St. Cloud State University for the continued work of Outreach Coordinator Marian Rengel rate of 92 percent of fulltime, including benefits (annual salary of \$63,302 + \$24,688 = \$87,990 x 0.92 = 80,950) MINITEX will provide a cash match to support these services. Included in this contract will be \$4,000 in travel support.

LSTA – \$54,950

Cash Match – \$30,000

Project Director – Keith Ewing, library professor in Learning Resources & Technology Services at St. Cloud State University, will continue to provide project coordination and leadership. MINITEX will contract for 5 days of Mr. Ewing's time at a rate of \$642.58/day including benefits. SCSU will contribute 15 days of Mr.

Ewing's time as in-kind.

LSTA – \$3,213

In-kind – \$8,354

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 Development and Support – The University of Minnesota Libraries will continue to provide infrastructure support for the Minnesota Digital Library in FFY2008. Their costs include:

Primary storage and off-site backup storage for 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” – \$9,000

MINITEX will also provide support for the server for the Social Side of Reflections project – \$2,400

MINITEX will support 72 percent of these infrastructure costs through a cash match.

LSTA – \$6,500 (Maintenance)

Cash Match – \$16,340

Digitization Project support – The Minnesota Digital Library Coalition will continue to provide digitization services to organizations across Minnesota. FFY2008 project plans include digitizing

- 1,500 maps (\$15 each) – \$22,500
- 3,000 images (\$7.50) – \$22,500
- 2,500 document pages (\$12.50) – \$31,250

In addition, the MDLC will provide financial assistance to create necessary transcriptions of hand-written documents at an average rate of \$10/page – \$11,000.

LSTA – \$87,250

Research and Development – The MDLC is seeking funding to contract with MDLC Steering Committee member organizations or other consultants to continue development of projects begun in FFY2007:

Social networking – Enhancements to the proof-of-concept project we call the “Social Side of Reflections.”

LSTA – \$20,000

Curriculum development – Take Pachyderm training out to K-12 and community college teachers across the state. We will train teachers to use this authoring software and the “Minnesota Reflections” collection to create learning modules for their use in class and for them to share with teachers across the state. This builds upon the training project conducted in FFY2007

LSTA – \$27,400

Accessing existing collections – Builds on the research conducted by the MDLC in FFY2006 and FFY2008 of digital collections in the state, and software available for users of the Minnesota Digital Library to access those existing collections. Our intent is to work with several organizations to conduct a proof-of-concept project

LSTA – \$10,000

User Assessment – The MDLC intends to contract for an analysis of the people who use “Minnesota Reflections.” Our current use statistics track other machines contacting our server. We now want to study the people who are making use of the collection.

LSTA – \$20,000

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) – \$10,100 (maintenance)

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

Cash Match – \$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)

TOTALS

LSTA – \$234,953

Cash Match – \$62,552

In-kind – 77,262

GRANT CONTRACT BUDGET

DIVISION NAME:	ED-061638-12
State Library Services	4/05

GRANTEE/FISCAL AGENT NAME
MINITEX Library Information Network

PROJECT NAME: Minnesota Digital Library Development and
Expansion

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			37,233	37,233
200	FRINGE BENEFITS			12,275	12,275
300	PURCHASED SERVICES				
	CONSULTANT SERVICES	231,953	46,340	8,354	286,647
	TELECOMMUNICATIONS SERVICES			1,000	1,000
	TELECOMMUNICATIONS EQUIPMENT				
	PRINTING & DUPLICATING	400		500	900
	POSTAGE AND PARCEL SERVICES	100			100
	AUTOMATION SOFTWARE		4,452		4,452
	AUTOMATION HARDWARE		9,260	5,300	14,560
	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	2,500			2,500
	LIBRARY MATERIALS				
	ONLINE RESOURCES				
	LIBRARY EQUIPMENT & FURNITURE				
800	OTHER EXPENDITURES (LIST)				
	Committee meetings, annual meeting, publicity		2,500	12,600	15,100
	TOTAL DIRECT COSTS	\$ -	\$ -	\$ -	\$ -
	INDIRECT ALLOWED UNDER FEDERAL LSTA PROGRAM	NA			NA
		No Indirect			\$ -
					\$ -
	PROJECT TOTALS	\$ 234,953	\$ 62,552	\$ 77,262	\$ 374,767

Minnesota LSTA FFY2008:Goal 2A Competitive Grant Application Follow the exact form, contents, and pagination provided by the State Library.

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15. Project Continuation

Members of the Minnesota Digital Library Coalition are committed to the long-term success of the Minnesota Digital Library. 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 FFY2008 project

Interest in participating in the digitization work of the Minnesota Digital Library is growing. Directors of county and local historical societies are now contacting the outreach coordinator seeking to participate. Of the 17 organizations that are or will be first-time participants in our FFY2007 digitization project, nine made first contact with the MDLC Outreach Coordinator. (This compares to only 3 of the 14 FFY2006 first-time participants contacting the MDLC first.) In addition, more returning organizations are not waiting for the MDLC to contact them, but are calling or sending e-mail asking if we will have digitization funds available and when we will begin accepting applications. Interest also exists with a growing number of county, academic and local organizations who have digital collections that they would like the Minnesota Digital Library to either provide to the public through our "Minnesota Reflections" database or through some centralized search method. Indeed, several county historical societies have said we should wait to contact them only once we are able to provide such a service.

The interest in the historical societies and the public is growing noticeably. We anticipate that that interest will provide impetus for continuing the work of the Minnesota Digital Library and for securing sustainable funding to continue this work.

MINITEX was successful in the 2007 Minnesota Legislative session in adding the Minnesota Digital Library services to its appropriations. Legislators were excited to be shown "Minnesota Reflections," especially when the images were from their districts. MINITEX now has the Minnesota Digital Library included in its operational budget to provide the following support: one half of the Outreach Coordinator's salary, annual costs for ongoing maintenance of hardware and software; staffing associated with the digitizing of images, documents and maps; administrative expenses. We will continue to include increases for the Minnesota Digital Library operations in our budget requests especially ongoing operational and administrative expenses. In addition, we are developing a position within MINITEX that will be responsible for providing additional training and education services associated with digitization activities and working closely with the Minnesota Digital Library project.

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 members through a project Web site.
- Querying participating organizations to assess the level of value they are finding in the Minnesota Digital Library.
- Gathering and analyzing user feedback through a form added to the Minnesota Digital Library Web sites.

Bi-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.

Every four months

- 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

Project Timeline

Reporting and evaluation schedule

Minnesota LSTA FFY2008:Goal 2A Competitive Grant Application:

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

18. Assurances.

The Grantee/awardee (which refers to the applicant's status after it has been awarded grant funds) shall certify, sign and comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated herein in the performance of the grant award. The applicant shall certify, sign and submit these assurances indicating its agreement should grant funds be awarded.

A. SURVIVAL OF TERMS

The following clauses survive the expiration or cancellation of this award: D. (d). State and Federal Audits; E. Liability; F. Ownership of Materials and Intellectual Property Rights; G. Publicity; H. Government Data Practices; I. Data Disclosure; L. Governing Law, Jurisdiction and Venue; and, R. Internet Safety.

B. USE OF FUNDS

Grant funds shall be limited to the purposes for which granted as specified in the approved grant application/contract or approved in an amendment to the original application/contract filed under provisions of the grant agreement and by any applicable state or federal laws. Funds may not be used for gifts or novelty items, generic marketing or promotional concepts not essential for successful performance of the grant, or for payments to vendors displaying exhibits. Funds may not be used to pay for or support other projects not identified in this application. Funds may not be used for the benefit of state employees, which includes, but is not limited to, reimbursement for any expenditures, including travel expenses; costs of registration fees for training sessions or educational courses presented or arranged; payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time. Project may be amended during the contractual timeline in consultation with the LSTA Grant Coordinator/Administrator. Programmatic approval by the LSTA Grant Administrator must be obtained for expenses in a category that reflect more than a 10% change from the proposed budget in the approved grant application.

1. A mid-year narrative report shall be filed at the six month interval of the grant year. A preliminary end of project narrative evaluation report indicating initial project results and a final 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 a one-year project assessment will result in grantee being ineligible for future LSTA competitive grant rounds until an acceptable report is completed and approved.
2. The grantee shall present reports to the Commissioner of the Department of Education (COMMISSIONER) or State's Authorized Representative (STATE LIBRARIAN). At the COMMISSIONER'S or STATE LIBRARIAN'S discretion, the reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and to respond to questions.
3. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project may be paid provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Employee Relations. All travel and subsistence expenses must meet Institute of Museum and Library Services LSTA guidelines.
4. 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)).

5. Grantees will be reimbursed on all project costs on a quarterly basis as described in Attachment B 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 of grant expenditures and receipts are received, reviewed and accepted for audit. The State will promptly pay the grantee after grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted in a timely manner and according to the schedule as outlined in the award.
6. 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.
7. 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.

C. EQUIPMENT

Grantee shall purchase, maintain and dispose of equipment purchased under the grant program in accordance with federal requirements.

45 CFR § 1183.32 Equipment.

- (a) *Title.* Subject to the obligations and conditions set forth in this section, title to equipment acquired under a grant or subgrant will vest upon acquisition in the grantee or subgrantee respectively.
- (b) *States.* A State will use, manage, and dispose of equipment acquired under a grant by the State in accordance with State laws and procedures. Other grantees and subgrantees will follow paragraphs (c) through (e) of this section.
- (c) *Use.*
 - (1) Equipment shall be used by the grantee or subgrantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.
 - (2) The grantee or subgrantee shall also make equipment available for use on other projects or programs currently or previously supported by the Federal Government, providing such use will not interfere with the work on the projects or program for which it was originally acquired. First preference for other use shall be given to other programs or projects supported by the awarding agency. User fees should be considered if appropriate.
 - (3) Notwithstanding the encouragement in § 1183.25(a) to earn program income, the grantee or subgrantee must not use equipment acquired with grant funds to provide services for a fee to compete unfairly with private companies that provide equivalent services, unless specifically permitted or contemplated by Federal statute.
 - (4) When acquiring replacement equipment, the grantee or subgrantee may use the equipment to be replaced as a trade-in or sell the property and use the proceeds to offset the cost of the replacement property, subject to the approval of the awarding agency.

- a. Prior to awarding of a grant application the grantee shall notify the LSTA Grant Coordinator/Administrator regarding cost of equipment or furniture over \$5,000 per item. State Library Services must seek approval from IMLS for any individual expenditure for equipment or furniture that comes in at \$5,000 or above prior to approval of grant application.

D. FINANCIAL AND ADMINISTRATIVE PROVISIONS

ALLOWABILITY OF COSTS. For federal funds, allowability of costs incurred under this award shall be determined in accordance with the procedures and principles given in the federal "Office of Management and Budget" (OMB) publications. For all funds, no claim for materials purchased in excess of budget categories or program services not specifically provided for in this award by the grantee will be allowed by the State unless approved in writing by the State. Such approval shall be considered to be a modification of the award. There may be additional limitations on allowable costs which shall be noted in the award.

RECORDS. The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this Application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

- 1) The six-year retention period shall commence from the date of submission of the final expenditure report.
- 2) If any litigation, claim or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 3) The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

EXAMINATION AND AUDIT OF ACCOUNTS AND RECORDS. The State or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

STATE AND FEDERAL AUDITS. The books, records, documents and accounting procedures and practices of the grantee shall be subject to examination by the State or federal auditors, as authorized by law. Minnesota Statutes, section 16C.05, subdivision 5, requires the State audit clause be in effect for a minimum of six years. Federal audits shall be governed by requirements of federal regulations.

- 1) If the grantee (in federal OMB Circular language known as "subrecipient") receives federal assistance from the State of Minnesota, it will comply with the Single Audit Act of 1984 as amended and OMB circular A-133, "Audits of States, Local Governments and Non-Profit Organizations" for audits of fiscal years beginning after June 30, 1996; or
- 2) The grantee will provide copies of the single audit reporting package (as defined in A-133 section 320(c), financial statement audits, management letters and corrective action plans to the State, the Office of the State Auditor, Single Audit Division or Federal Audit Clearinghouse in accordance with OMB A-133.

E. LIABILITY

Grantee agrees to indemnify and save and hold the State, its agents and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the State arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the State's failure to fulfill its obligations pursuant to the award and subsequent awards.

F. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS

INTELLECTUAL PROPERTY RIGHTS:

Any intellectual property rights resulting from the grant project are governed by federal regulations.

45 CFR§ 1183.34 Copyrights.

The Federal awarding agency (IMLS) reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes:

- (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and
- (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

G. PUBLICITY

Any publicity developed for the program, publications or services provided resulting from the award, including, but not limited to notices, informational pamphlets, press releases, research, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subawardees, shall identify the Institute of Museum and Library Services (IMLS) as the sponsoring agency in cooperation with State Library Services, a division of the Minnesota Department of Education (the State) (**45 CFR § 1183**).

The Institute of Museum and Library Services (IMLS) and the MN State Library Services, 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, in conjunction with State Library Services, a division of the Minnesota Department of Education, which administers federal LSTA grants supports the LSTA project sponsored by [name of your institution].”

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 Services. This includes all marketing and promotional products related to serving a specified end user as described in the LSTA State Plan.

H. GOVERNMENT DATA PRACTICES

The grantee and the State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, as it applies to all data provided by the State under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of Minnesota Statutes, section 13.08 apply to the release of the data referred to in this paragraph by either the grantee or the State.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the State. The State will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

I. DATA DISCLOSURE

Under Minnesota Statutes, section 270C.65, and other applicable law, the grantee consents to disclosure of its social security number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws

which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

J. WORKERS' COMPENSATION

Grantee certifies that it is in compliance with Minnesota Statutes, section 176.181, subdivision 2, pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility. (Exemption/Waiver as allowed under law.)

K. ANTITRUST

Grantee hereby assigns to the State of Minnesota any and all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

L. GOVERNING LAW, JURISDICTION AND VENUE

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

M. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 34 CFR Part 82, for organizations granted an award over \$100,000, as defined at 34 CFR Part 82, Sections 82.100, 82.105 and 82.110, the grantee certifies:

1. No federal-appropriated funds have been paid or will be paid, by or on behalf of organization, 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 making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal award.
2. If any funds other than federal appropriated funds have been paid or will be paid 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 this federal award, the grantee shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

N. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transactions, as defined at 34 CFR Part 85, Sections 85.105 and 85.110--

- (a). The grantee certifies that it and its principals:
 - 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
 - 2) Have not within a three-year period preceding this application or award 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; 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;

3) Are not 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 (2)(b) of this certification; and

4) Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

Where the grantee is unable to certify to any of the statements herein, he or she shall attach an explanation to the **APPLICATION**.

O. DRUG-FREE WORKPLACE (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 84, Subpart B, for recipients other than individuals, as defined at 34 CFR Part B, Sections 84.200, 854.205, 84.210, 84.215, 84.220, 84.225 and 84.230 –

The grantee certifies that it will or will not continue to provide a drug-free workplace by:

1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2) Establishing an on-going drug-free awareness program to inform employees about:

- (a) The dangers of drug abuse in the workplace;
- (b) The grantee's policy of maintaining a drug-free workplace;
- (c) Any available drug counseling, rehabilitation and employee assistance programs; and
- (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

3) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);

4) Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:

- (a) Abide by the terms of the statement; and
- (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

5) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;

6) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (b), with respect to any employee who is so convicted:

- (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
- (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation

program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;

7) Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

P. TRANSFERABILITY

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the State. It is understood, however, that grantee remains solely responsible to the State for providing the products and services described.

Q. TIME

The grantee must comply with all the time requirements described in the application and award. In the performance of this award, time is of the essence.

R. INTERNET SAFETY

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.

S. 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;
- (a) 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;

T. OTHER PROVISIONS be it understood:

- 1. By filing of this application, the applicant has therefore obtained the necessary legal authority to apply for and receive the proposed grant;
- 2. The filing of this application has been authorized by applicant's governing body, and the undersigned official(s) have been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the representative(s) of the applicant in connection with this application;
- 3. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of applicant;
- 4. Grant funds shall not be used to supplant funds normally budgeted by the applicant/agency;

5. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
6. Every reasonable effort will be made by the applicant to secure stable funding to continue the project after the termination of state/federal funding when appropriate;
7. The applicant's Authorized Representative is so named on the application cover sheet. If the Authorized Representative changes at any time during the grant award period, the applicant/grantee must immediately notify the State;
8. The State's Authorized Representative or his/her successor, is so named on the application cover sheet and has the responsibility to monitor the grantee's performance and has the authority to accept the services provided under the grant award opportunity. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment;
9. All services provided by the grantee under an award must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules and regulations. The grantee/awardee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state or local law;
10. Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award, or their successors in office;
11. If the State fails to enforce any provision of an award, that failure does not waive the provision or its right to enforce it;
12. An award may be cancelled by the State or grantee at any time, with or without cause, upon thirty (30) days' written notice to the other party. In the event of such a cancellation, grantee shall be entitled to payment, determined on a pro rata basis, for work or services performed to the State's satisfaction. It is expressly understood and agreed that, in the event the reimbursement to the State from Federal sources or appropriations by the Minnesota Legislature are not obtained and continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the State to the grantee. In the event of such termination, grantee shall be entitled to payment determined on a pro rata basis, for services performed and liabilities already accrued prior to such termination;
13. The State may cancel an award immediately if the State finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
14. As an applicant you fully understand that this is a competitive grant process and as a result, your application may not be funded. The grant application process is designed to provide an equitable opportunity for eligible candidates to compete. It is to be understood that one or more factors may result in a funding or a non-funded outcome. The review process includes a consistent, impartial application review conducted for all applications that meet the requirements set forth in the grant application instructions. As applications are evaluated based on the information provided by the respondent and failure to comply with submission requirements, is solely the responsibility of the applicant. **All funding decisions made by the Department of Education, State Library Services Division are final.**
15. The applicant may not begin spending LSTA funds until you have received a fully executed and signed official grant award notification.
16. 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 official grant award notification.

The title of the grant application: _____

The applicant shall list the site(s) for the performance of work done in connection with this specific award opportunity.

Place of Performance	Street Address
County	City, State and Zip Code

Check if there are (additional) workplaces on file that are not identified above.

By signing this form, I/we the applicant, acknowledge that I have read the assurances in their entirety as stated within the application materials and shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated therein and herein in the performance of this award opportunity should the organization be awarded funds and become a grantee/awardee. I/we hereby assure and agree to comply with all conditions and submit required documents and certifications as required.

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 Superintendent

Date Library Director/School Media Center Director

Date School Principal (public school project)

Submit one electronic copy and one fully signed and dated original to State Library Services by 4:00 p.m. on Friday, March 14, 2008, or postmarked March 14, 2008 by midnight. Failure to meet submission date requirements as specified will disqualify your application.

MDLC Project Timeline LSTA FFY2008												
	July 2008	August 2008	September 2008	October 2008	November 2008	December 2008	January 2009	February 2009	March 2009	April 2009	May 2009	June 2009
Infrastructure												
Meet Infrastructure needs Purchase annual maintenance agreements Rent server storage space Infrastructure team			→									
Digitization												
Solicit map, image and document digitization projects Outreach coordinator, digitization centers, management team									→			
Digitize projects, coordinate metadata submission Digitization centers, outreach coordinator			→	→	→	→	→	→	→	→		
Project ingest to CONTENTdm Infrastructure team					→	→	→	→	→	→	→	→
Ongoing outreach work with organizations across Minnesota Outreach Coordinator, Management team, MINITEX staff												→
Research and Development												
Conduct social networking research and prototype project Management team, infrastructure team, outreach coordinator										→		
Learning object development w/Pachyderm Outreach coordinator, K-12 team, MINITEX												→
Development work for providing access to existing collections (universal access) Infrastructure team, outreach coordinator, management team												→
Increase publicity and public awareness efforts Outreach coordinator, MINITEX staff, MDLC members												→
“Minnesota Reflections” users assessment Management team, outreach coordinator, infrastructure team									→			
“Minnesota Reflections” metadata development Management team, infrastructure team, outreach coordinator												→

MDL LSTA Grant application Assessment/Evaluation Timeline FFY2008		
	Reports	Evaluation
August 2008	Outreach coordinator report	Review of reports. Analysis of progress. Project needs assessment (Outreach coordinator)
	Committee and project reports	
	Digitization site reports	Progress toward goals. Assessment of needs to achieve goals (Management team)
	Counts on MDLC search/interface site	
	Pachyderm Learning Object planning report	
	Social Side of Reflections report	
	Connecting to existing collections report	
	Reflections users assessment planning report	
October 2008	Outreach coordinator report	Review of reports. Analysis of progress. Project needs assessment (Outreach coordinator)
	Committee and project reports	
	Digitization site reports	Progress toward goals. Assessment of needs to achieve goals (Management team)
	Counts on MDLC search/interface site	
	Infrastructure team report	
	Pachyderm Learning Object update	
	Social Side of Reflections report	
	Connecting to existing collections report	
Budget/spending & publicity reports		
December 2008	Outreach coordinator report	Review of reports. Analysis of progress. Project needs assessment (Outreach coordinator)
	Committee and project reports	
	Digitization site reports	Progress toward goals. Assessment of needs to achieve goals (Management team)
	Counts on MDLC search/interface site	
	Pachyderm Learning Object planning report	
	Social Side of Reflections report	Mid-term evaluation for LSTA, based on goals in grant application (Project director)
	Connecting to existing collections report	
	February 2009	Outreach coordinator report
Committee and project reports		
Digitization site reports		Progress toward goals. Assessment of needs to achieve goals (Management team)
Counts on MDLC search/interface site		
Infrastructure team report		
Pachyderm Learning Object planning report		
Social Side of Reflections report		
Connecting to existing collections report		
Budget/spending & publicity reports		
April 2009	Outreach coordinator report	Review of reports. Analysis of progress. Project needs assessment (Outreach coordinator)
	Committee and project reports	
	Digitization site reports	Progress toward goals. Assessment of needs to achieve goals (Management team)
	Counts on MDLC search/interface site	
	Pachyderm Learning Object planning report	
	Social Side of Reflections report	
	Connecting to existing collections report	
	June 2009	Outreach coordinator report
Committee and project reports		
Digitization site reports		Progress toward goals. Assessment of needs to achieve goals (Management team)
Counts on MDLC search/interface site		
Infrastructure team report		Final report for LSTA (Project director/Steering Committee)
Pachyderm Learning Object planning report		
Social Side of Reflections report		
Connecting to existing collections report		
Survey of MDL annual meeting attendees	Analysis of survey results	
Budget/spending & publicity reports	•	

