



## Metro Information Technology Grant Proposal Summary

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*As a part of the grant process, Metro ITS requires an overview of grant components that relate to information technology products or services. This is done to monitor and facilitate the accommodation of potential changes to Metro IT infrastructure in order to meet your business needs and those of other Metro departments and agencies.*

<b>Grant Title:</b>	FY19 LSTA Technology Grant
<b>Department Submitting Grant Application:</b>	Nashville Public Library
<b>Expected Grant Submission Date:</b>	07/04/18
<b>Expected Grant Award Date:</b>	10/01/18

**Grant Description/Solution Overview:** *Provide a short description of what proceeds from this grant will accomplish to meet defined business goals. Include a description of the technical solution or solutions that this grant will fund.*

Providing free digital literacy training for the citizens of Nashville has been a mission of the Nashville Public Library for many years.

As more and more library and government services are going mobile, the need for NPL to teach patrons to use these services at every location throughout the system is increasing. In order to accomplish this goal, we need 2 mobile tablet labs that can be circulated throughout the system for a class or series of classes for patrons and staff.

With the new Library Management System in place, we now have the ability to include library card registration and material checkout part of our outreach initiatives. We need mobile barcode scanners compatible with tablets to make this technology fully functional. So, we are requesting 6 mobile barcode scanners.

Lastly, Metro Archives is currently working with a large format document scanner that is nearly 10 years old and needs to be replaced. Because of the volume of work a second scanner is also needed.

**Solution Detail and Estimated Costs:** *Identify what is necessary to accomplish this project. Define major milestones in solution implementation, with estimated dates and key deliverables. Define estimated resources including services and technical needs. Where possible define quantity of resources necessary. Define any operational obligation that will remain after solution implementation is completed.*

## Metro Information Technology Grant Proposal Summary

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### **Solution Detail:**

Nashville Public Library is applying for 2019 LSTA Technology Grant to help fund the purchase of:

- 1 iPad tablet lab (11 total – 10 for participants and 1 for instructor)
- 1 Android tablet lab (11 total – 10 for participants and 1 for instructor)
- 6 Mobile Barcode Scanners (compatible with tablets)
- 2 Epson DS-50000 Large Format Document Scanner

This is a matching grant and the library will incur a one-time \$6,010.00 cost match. The document scanners will need to be installed. All other setup can be completed by library staff.

## Metro Information Technology Grant Proposal Summary

**Major Milestones** including dates and key deliverables.

Milestone Description	Date	Key Deliverable
iPad Tablet Lab	January 2019	Setup/Class Use
Android Tablet Lab	2019	Setup/Class Use
Mobile Barcode Scanners	2019	Connect to Tablets
Large Format Document Scanner	2019	Install/connect to Metro Archive computers

**Hardware and Software:** Include type of software, supporting operating systems, platform, equipment, storage or backup needs, any necessary peripherals.

Hardware or Software	Quantity
Large Format Document Scanner Windows Compatible	2

**Infrastructure:** Identify any additions or upgrades necessary to the existing Metro infrastructure that will become necessary if this project is implemented. Consider changes to connectivity, bandwidth, access, security, etc.

Infrastructure Item or Service	Quantity
No additions or upgrades needed for this project	

**Other:** Identify any items that do not fit above. i.e. outsourcing services.

## Metro Information Technology Grant Proposal Summary

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### IT Grant Submission Estimated Costs: Summary

Hardware	\$12,019.00
Software	\$0
Consulting	\$0
Infrastructure	\$0
Other	\$0
<b>Total Cost</b>	<b>\$12,019.00</b>

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*To facilitate grant approval, please submit completed document to:*

Keith Durbin, CIO/Director of IT Services  
[Keith.durbin@nashville.gov](mailto:Keith.durbin@nashville.gov)

*For any questions regarding this form or process, please call Keith at 615-862-6220.*

# 2019 Technology Grant



Tre Hargett  
Secretary of State

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
403 7<sup>th</sup> Avenue North  
Nashville, TN 37243  
615-741-7996

The Tennessee State Library and Archives is pleased to provide a grant opportunity to public libraries across Tennessee for their technology needs. This grant is supported in part by the U. S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act.

The 2019 Technology Grant is available for public libraries to replace or purchase technology for use by staff or the public. Grant funds are available for the following:

- Computers
- Software
- Networking hardware
- Peripherals

Grant awards are in the amount of up to \$20,000.00, and each grant will require a 50% local match. The Grant will run from October 1, 2018 – April 30, 2019.

Note: As this is a contractual grant, all contracts will have to be signed and received by the Library and Archives prior to funds being available.

Applications can be sent via e-mail, fax, or mail, as we do not require original signatures to be submitted. Please send all applications to the following:

Jennifer Cowan-Henderson  
Director of Planning and Development  
Tennessee State Library and Archives  
403 7<sup>th</sup> Avenue North  
Nashville, TN 37243  
ph: 615-741-1923  
fax: 615-532-9904  
[jennifer.cowan-henderson@tn.gov](mailto:jennifer.cowan-henderson@tn.gov)

Deadline for applications is **July 2, 2018**

# 2019 Technology Grant



Tre Hargett  
Secretary of State

Tennessee State Library and Archives  
Department of State  
State of Tennessee  
403 7<sup>th</sup> Avenue North  
Nashville, TN 37243  
615-741-7996

<b>Legal Library Name (or applicant name if a Friends group or city/county)</b>	Nashville Public Library		
<b>Grantee Mailing Address</b>	615 Church Street		
<b>City</b>	Nashville	<b>State</b>	<b>Zip Code</b>
		TN	37219
<b>Phone Number</b>	615-862-8600		
<b>Name of Region</b>			
<b>Independent or Metro (if not in regional system)</b>	Metro Nashville and Davidson County		
<b>Date of Grantee's Last A-133 Audit</b> <i>(entity spent \$500,000 or more in Federal Funds)</i>			
<b>Fiscal Years Covered in Last A-133 Audit</b> <i>(ie 2017/2018, 2013/2014, etc)</i>			
<b>Grant Contact Person</b> <i>(will be the person listed in the contract)</i>	Marian Christmon		
<b>Grant Contact Person Title</b>	Manager, Digital Inclusion Initiatives		
<b>Grant Contact Person e-mail address</b>	Marian.christmon@nashville.gov		
<b>City/County to be Served</b>	Nashville and Davidson County		
<b>Federal Congressional District(s) to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>	5 & 7		
<b>State House District to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>	50-56, 59 & 60		
<b>State Senate District to be Served</b> <a href="http://capwiz.com/nra/dbq/officials/">(http://capwiz.com/nra/dbq/officials/)</a>	19-21, 23		
<b>Full Name of the Entity that is registered for the DUNS number listed below</b>	Metropolitan Government of Nashville and Davidson County		
<b>DUNS (Data Universal Numbering System) Number*</b>	07-821-7668		

*\*if the entity does not have a DUNS number, one will either need to be applied for before applying for the Tech Grant, or another eligible entity that has a DUNS number will need to be used.*

# 2019 Technology Grant

**Information from:** <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>

## **Has my organization identified its Data Universal Number System (DUNS)?**

Ask the grant administrator, chief financial officer, or authorizing official of your organization to identify your DUNS number.

If your organization does not know its DUNS number or needs to register for one, visit Dun & Bradstreet website:

Register or Search for a DUNS Number:

<http://fedgov.dnb.com/webform/displayHomePage.do>

## **Purpose of this Step:**

The federal government has adopted the use of DUNS numbers to track how federal grant money is allocated. DUNS numbers identify your organization.

## **How long should it take?**

If requested over the phone, DUNS is provided immediately. Webform requests take 1 to 2 business days.

## **What is a DUNS Number and why do I need to obtain one?**

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. It is a tool of the federal government to track how federal money is distributed. Most large organizations, libraries, colleges and research universities already have DUNS numbers. Ask your grant administrator or chief financial officer to provide your organization's DUNS number.

List of Information you will need to obtain a DUNS number (if your organization does not already have one):

- Name of organization
- Organization address
- Name of the CEO/organization owner
- Legal structure of the organization (corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business
- Total number of employees (full and part time)

If your organization does not have a DUNS number, use the Dun & Bradstreet (D&B) online registration to receive one free of charge.

**NOTE: Obtaining a DUNS number places your organization on D&B's marketing list that is sold to other companies. You can request not to be added to this list during your application.**

# 2019 Technology Grant

## Instructions

1. All Windows Desktops and Laptops purchased in this grant must follow the minimum specifications, though you are not required to purchase from the State contract.
2. If you are planning to purchase off of the State Contract for desktops or laptops, the description can be "Platform 3" or whichever platform meets the minimum specifications.
3. You will need to specify what purpose each item will provide. For example:
  - a. Is your item to replace an older one?
  - b. Will it be to increase your network size?
  - c. Will it allow you to increase your service?

**Note:** *Items requested cannot be for marketing or advocacy purposes.*

4. The grant request should be up to half of the total cost, with the overall grant request from all categories not being more than \$20,000.00 and no less than \$350.00. A grant request of \$20,000.00 would mean that a minimum total of \$40,000.00 would be spent towards the grant with both the grant award and local funding match.
5. Any item that is \$5,000.00 or more in total cost for a single item is not eligible for this grant.
6. This is a matching grant, in that for every dollar you receive from the grant, a local dollar must be spent at well.  
**Note:** *Federal funds (i.e. USDA funds) cannot be used as your match for this grant.*
7. Paper purchases can be an eligible cost with leftover funds, up to \$100.00, but may not be requested on the application.
8. Printer toner can only be requested if a printer is also requested.

## Ineligible Items

Items not eligible for direct purchase through this grant include (but may not be limited to):

- Refurbished equipment (desktops and laptops included)
- Furniture
- Salaries
- Construction
- Gaming Consoles/Games
- Mobile Apps
- Network Cabling
- Device stands
- Phones
- Internet access or phone charges
- Late fees
- Taxes
- Renewal charges
- Items costing \$5,000.00 or more
- Digital picture frames
- Headphones/earbuds purchased specifically to sell or give away
- Non-digital microfilm readers or reader/printers
- Non-networked copiers
- Leased networked copiers
- Items purchased solely for marketing or advocacy purposes
- Food or giveaway items

**Note:** *If you are not sure if the item you are interested in is eligible, please feel free to ask.*

**Note:** *Televisions are eligible, however, a detailed explanation on how it will be used and where is required. This can be provided on an additional page.*

# 2019 Technology Grant

## Minimum Specifications for Windows Desktops and Laptops

### Windows Desktop

#### Platform 3 on State contract

<https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/swc-files/swc-3005/SWC%203005%20Desktop%20Notebook%20Tablet%20Usage%20Inst%20-%201.16.18%20v2.doc>

Operating System: Windows 10 Professional Edition 64-bit  
Processor Speed: 3.3 GHz Intel 'I5-6600' processor  
Memory: 8 GB  
Hard Drive: 500 GB  
Warranty: 3 year next day parts and labor on-site warranty

### Windows Laptop

#### Platform 2 on State contract

<https://www.tn.gov/content/dam/tn/generalservices/documents/cpo/swc-files/swc-3005/SWC%203005%20Desktop%20Notebook%20Tablet%20Usage%20Inst%20-%201.16.18%20v2.doc>

Operating System: Windows 10- Professional Edition 64-bit  
Processor Speed: 2.3 (up to 2.8) GHz Intel 'I5-6200M' processor  
Memory: 8 GB  
Hard Drive: 500 GB  
Warranty: 4 year next business day parts and labor on-site warranty

Category	Description	Purpose	# Requested	Cost per Unit	Total Cost	Grant Request (up to 1/2 of total cost)
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Library Name

Nashville Public Library

<b>Computers</b>						
Windows Desktop <i>(must meet or exceed minimum specifications)</i>						
Windows Laptop <i>(must meet or exceed minimum specifications)</i>						
Additional Warranty						
Macintosh Desktop						
Macintosh Laptop						
Server						
Children's Workstation						
All-in-one or Thin Clients						
Other Computers <i>(please specify)</i>						
Software <i>(annual fees are not eligible)</i>						
Productivity Software						
Security Software						
Anti-Virus Software						
Automation						
Other Software <i>(please specify)</i>						
<b>Networking Hardware (networking cables are not eligible)</b>						
Routers/Wireless Routers						
Hubs/Switches/etc.						

Category	Description	Purpose	# Requested	Cost per Unit	Total Cost	Grant Request (up to 1/2 of total cost)
<b>Peripherals, Mobile Devices and other Small Items</b>						
Barcode Scanners	Datalogic RIDA DBT6400 Mobile Barcode Scanner	For remote card registration and checkout for outreach teams	6	\$350.00	\$2,100.00	\$1,050.00
Flatbed Scanners	Epson DS-50000 Large Format Document Scanner	For Archival Work	2	\$1,500.00	\$3,000.00	\$1,500.00
E-Book Reader						
Digital Camera						
Tablet/iPad	Apple iPad Asus ZenPad	Shared System-Wide Tablet Labs: 1- iPad 1-Android for Patron Training	11 11	\$329.00 \$300.00	\$3,619.00 \$3,300.00	\$1,809.50 \$1,650.00
Other (please specify)						
<b>Other Items Not in Another Category (please specify)</b>						
<b>Totals*</b>					<b>\$12,019.00</b>	<b>\$6,010.00</b>
					<b>Revised Total</b>	

\*Total request should be in a whole dollar format

# 2019 Technology Grant

## Certifications

For this LSTA Grant Proposal to be considered for funding, the library must meet requirements for items in the certification tables below.

- If this LSTA grant request does not include funding for computers or electronic devices to access the Internet, computer software, or peripherals installed on computers accessing the internet, compliance with item 1 is not required.

**I certify that the applicant or public library being applied for is compliant with the following:**

*Please check one*

		Yes	No
1.	Children's Internet Protection Act <i>(complete and sign Internet Safety Certification page, which follows this page)</i>	X	
2.	Title VI, Civil Rights Act of 1964	X	
3.	Type of Library <i>(please mark yes or no, please choose only one as yes)</i>		
3.a.	Department of the County or City	X	
3.b.	Joint Venture <i>(a formal agreement between a city and county; between cities; between cities and counties, or between counties where funding for the library is split between the agreeing entities, and the facility and materials are equally owned by the funding bodies; the library is considered neither a city nor a county department, but is a separate entity and is audited independently)</i>		
3.c.	A documented 501-C-3 <i>(the library has filed with the IRS as a 501-C-3 non-profit organization; having a tax exempt number or using one from a city or county does not qualify the library as a 501-C-3, just as tax exempt)</i>		
3.d.	Other, please specify		

*Items 4 – 7 are not required for Metropolitan or Independent Libraries*

4.	Signed Service Agreement filed with your regional office for the most recent completed fiscal year		
5.	Signed Maintenance of Effort documentation filed with your regional office for the most recent completed fiscal year		
6.	Did a member of your library board attend the 2017 Trustee Workshop?		
6.a.	If yes, please provide the name of at least one board member who attended		
	Attendee Name:		
7.	Has the Standards Survey been completed for your library for the 2017/2018 Fiscal Year? **		
8.	How many current board members have completed the Tennessee Trustee Certification Program?		

*Items 6 – 8 will directly affect your grant award.*

**Note:** *The Status of your Standards Survey will be checked after the survey deadline of July 16<sup>th</sup> to insure that the most updated data is being used.*

Signature of Library Director

Date

Signature of Board Chairperson or Authorizing Authority

Date

Printed Name and Title of Board Member or Authorizing Authority

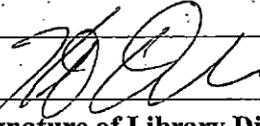
# 2019 Technology Grant

## Internet Safety Certification For Public Libraries

Library Name: Nashville Public Library

As the duly authorized representative of the library, I hereby certify that  
(Check EITHER A or B, but not both):

<p>A. <input checked="" type="checkbox"/></p>	<p>The recipient library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act and has in place the following policies, as provided by 20 U.S.C. Section 9134(f)(1):</p> <p>(i). A policy of Internet safety <i>for minors</i> that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers <i>by minors</i>; and</p> <p>(ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the library is enforcing the operation of such technology protection measure during any use of such computers.</p>
<p>B. <input type="checkbox"/></p>	<p>The requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the recipient library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.</p>

	6/6/18
Signature of Library Director or Authorizing Authority	Date
Kent Olive	
Printed Name of Signatory	
Library Director	
Title of Signatory	

# 2019 Technology Grant

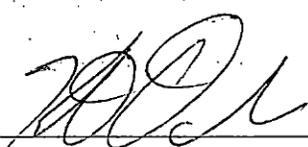
## Certification of Indirect Cost

Library Name: Nashville Public Library

Definition: An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Check one of the following options regarding indirect costs as part of your grant award.

- The Grantee has a Federally negotiated rate for indirect cost, which is \_\_\_\_\_%.  
*Note: if a Federally negotiated rate is chosen, it is necessary for the appropriate documentation to be attached.*
- X The Grantee requests that 10% of their grant award be allocated for indirect costs.
- The Grantee requests that 0% of their grant award be allocated for indirect costs, and that the full grant award go towards the cost of technology items.

  
Signature of Library Director or Authorizing Authority

6/6/18  
Date

Kent Olivee  
Printed Name of Signatory

Library Director  
Title of Signatory

# 2019 Technology Grant

## Financial Certification

Library Name: Nashville Public Library

Federal Employer Identification Number (FEIN) 62-0694743

*Also referred to as a tax exempt number*

Business Name or Name of the Holder of the FEIN \_\_\_\_\_

I prefer to have my grant funds direct deposited.

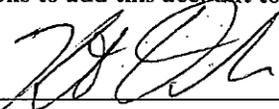
Please provide the last 4 digits of the account you will be using for this grant 9290

I prefer to receive a check for my grant funds.

Please provide a business name and address of where the check should be delivered

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: if using a new account for direct deposit, please contact the grant manager for the documentation and instructions to add this account to your file.



Signature of Library Director or Authorizing Authority

Date

Kent Oliver

Printed Name of Signatory

Library Director

Title of Signatory

# 2019 Technology Grant

## Checklist for Application

- Application completed
- All certification pages completed and signed

Please note: Authorizing Authority is referring to someone not part of the library staff that has fiscal authority. This can include the board chair, mayor, city or county financial officer, etc.

## Grant Questions?

Questions regarding the tech grant can be sent to Jennifer Cowan-Henderson  
Phone 615-741-1923  
Fax 615-532-9904  
E-Mail [Jennifer.Cowan-Henderson@tn.gov](mailto:Jennifer.Cowan-Henderson@tn.gov)

## Submitting Applications

Applications will be accepted via fax, mail, or e-mail.

Applications can be sent to:

Postal mail: Tennessee State Library and Archives  
403 Seventh Avenue North  
Nashville, TN 37243  
Attn: Jennifer Cowan-Henderson

*Note: To insure delivery, it is recommended to mail your application through certified mail, so you receive notification of delivery.*

Fax: 615-532-9904

e-mail: [Jennifer.Cowan-Henderson@tn.gov](mailto:Jennifer.Cowan-Henderson@tn.gov)

Deadline for submitting applications:

**July 2, 2018**