

Resolution No. RS2019-1823

A resolution approving an application for a technology grant from the Tennessee State Library and Archives to The Metropolitan Government of Nashville and Davidson County, acting by and through the Nashville Public Library, to fund the purchase of mobile barcode scanners and large format document scanners to provide remote card registration and checkout during community outreach programs.

WHEREAS, the Tennessee State Library and Archives is accepting applications for a technology grant with an award of \$6,500.00 and a required cash match of \$3,250.00 to fund the purchase of mobile barcode scanners and large format document scanners to provide remote card registration and checkout during community outreach programs; and,

WHEREAS, the Metropolitan Government is eligible to participate in this grant program; and,

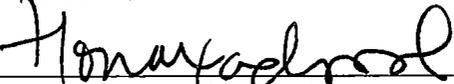
WHEREAS, it is to the benefit of the citizens of The Metropolitan Government of Nashville and Davidson County that this grant application be approved and submitted.

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE METROPOLITAN GOVERNMENT OF NASHVILLE AND DAVIDSON COUNTY:

Section 1. That the Nashville Public Library's application for a technology grant with an award of \$6,500.00, a copy of which is attached hereto and incorporated herein, is hereby approved, and the Nashville Public Library is authorized to submit said application to the Tennessee State Library and Archives.

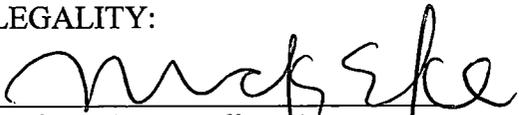
Section 2: That this resolution shall take effect from and after its adoption, the welfare of The Metropolitan Government of Nashville and Davidson County requiring it.

APPROVED AS TO AVAILABILITY
OF FUNDS:


Talia Lomax-O'Neal, Director
Department of Finance

INTRODUCED BY:

APPROVED AS TO FORM AND
LEGALITY:


Assistant Metropolitan Attorney

Member(s) of Council

Electronic Signature Page

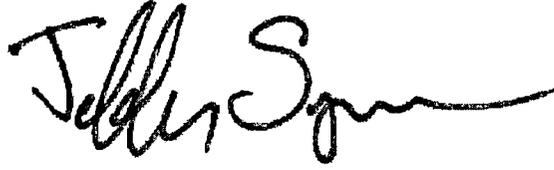
(Attach to Legislation Pursuant to Rule 8 of the Council Rules of Procedure)

A handwritten signature in black ink, appearing to read "Tanaka Vercher". The signature is written in a cursive, flowing style.

Tanaka Vercher
Councilmember, District 28

Electronic Signature Page

(Attach to Legislation Pursuant to Rule 8 of the Council Rules of Procedure)

A handwritten signature in black ink, appearing to read "Jeff Syracuse". The signature is written in a cursive style with a long horizontal flourish at the end.

Jeff Syracuse
Councilmember, District 15

GRANT APPLICATION SUMMARY SHEET

Grant Name: TN State Library and Archives Training Opportunities for the Public (TOP) 19-20

Department: PUBLIC LIBRARY

Grantor: TENNESSEE STATE LIBRARY AND ARCHIVES

**Pass-Through Grantor
(If applicable):**

Total Applied \$6,500.00

Metro Cash Match: \$3,250.00

Department Contact: Jena Schmid, Associate Director for Main Library
862-5806

Status: CONTINUATION

Program Description:

Tennessee State Library and Archives Training Opportunities for the Public Grant to purchase bar code scanners for remote library card registration and materials check out, as well as, to purchase large format documentation scanners for the Archives Division to digitize materials.

Plan for continuation of services upon grant expiration:

Service will be provided as long as there are grant funds available.

**APPROVED AS TO AVAILABILITY
OF FUNDS:**

**APPROVED AS TO FORM AND
LEGALITY:**



6-25-19

Director of Finance

Date



6/27/19

Metropolitan Attorney

Date

**APPROVED AS TO RISK AND
INSURANCE:**



6/27/19

Director of Risk Management
Services

Date

2020 Technology Grant



Tre Hargett
Secretary of State

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

Legal Library Name (or applicant name if a Friends group or city/county)	Nashville Public Library		
Grantee Mailing Address	615 Church Street		
City	Nashville	State	Zip Code
		TN	37219
Phone Number	615-586-5800		
Name of Region			
Independent or Metro (if not in regional system)	Metro Nashville and Davidson County		
Date of Grantee's Last A-133 Audit <i>(entity spent \$500,000 or more in Federal Funds only)</i>			
Fiscal Years Covered in Last A-133 Audit <i>(ie 2017/2018, 2013/2014, etc)</i>			
Grant Contact Person <i>(will be the person listed in the contract)</i>	Marian Christmon		
Grant Contact Person Title	Manager, Digital Inclusion Initiatives		
Grant Contact Person e-mail address	Marian.christmon@nashville.gov		
City/County to be Served	Nashville and Davidson County		
Federal Congressional District(s) to be Served (http://capwiz.com/nra/dbq/officials/)	5 & 7		
State House District to be Served (http://capwiz.com/nra/dbq/officials/)	50-56, 59 & 60		
State Senate District to be Served (http://capwiz.com/nra/dbq/officials/)	19-21, 23		
Full Name of the Entity that is registered for the DUNS number listed below	Metropolitan Government of Nashville and Davidson County		
DUNS (Data Universal Numbering System) Number*	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.*

2020 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.

2020 Technology Grant



Tre Hargett
Secretary of State

Tennessee State Library and Archives
Department of State
State of Tennessee
403 7th 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 2020 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, 2019 – April 30, 2020.

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 7th Avenue North
Nashville, TN 37243
ph: 615-741-1923
fax: 615-532-9904
jennifer.cowan-henderson@tn.gov

Deadline for applications is **July 8, 2019**

2020 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 2" 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
- Patron/door counters
- STEM kits (including robotics)
- Security systems
- Phones
- Internet access or phone charges
- Late fees
- Taxes
- Hotspots
- Renewal charges
- Subscription-based software
- 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.*

2020 Technology Grant

Minimum Specifications for Windows Desktops and Laptops

Windows Desktop

Platform 2 on State contract

Operating System: Windows 10 Professional Edition 64-bit
Processor Speed: 3.5 GHz AMD Pro A10-9700 processor
Memory: 8 GB
Hard Drive: 500 GB
Warranty: 3 year next day parts and labor on-site warranty

Note In the NAPS catalog, there are two platform 2 listed for desktops. The minimum specification is for the platform 2 with the lesser cost (currently \$504.00)

Windows Laptop

Platform 1B on State contract

Operating System: Windows 10- Professional Edition 64-bit
Processor Speed: 3.0 (up to 3.1) GHz Intel 'I5-7200M' processor
Memory: 8 GB
Hard Drive: 500 GB
Warranty: 3 year next business day parts and labor, no 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

Computers						
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 (annual fees are not eligible)						
Productivity Software						
Security Software						
Anti-Virus Software						
Automation						
Other Software <i>(please specify)</i>						
Networking Hardware (networking cables are not eligible)						
Routers/Wireless Routers						
Hubs/Switches/etc.						

Category	Description	Purpose	# Requested	Cost per Unit	Total Cost	Grant Request (up to 1/2 of total cost)
Wireless Access Points						
Other Networking Hardware <i>(please specify)</i>						
Peripherals, Mobile Devices and other Small Items						
Monitors						
Black and White Printers						
Color Printers						
All-in-One Scanners/ Fax / Printers						
Barcode Scanners	Datalogic RIDA DBT6400 Mobile Barcode Scanner	Remote card registration and checkout	10	\$350.00	\$3,500.00	\$1,750.00
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						
Other <i>(please specify)</i>						
Other Items Not in Another Category (please specify)						
Totals*					\$6,500.00	\$3,250.00
					Revised Total	

*Total request should be in a whole dollar format

2020 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:

		<i>Please check one</i>	
		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 2018 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 2018/2019 Fiscal Year? **		
8.	How many currently serve on your board (including ex officio members if any)? How many current board members have completed the Tennessee Trustee Certification Program?	#board	#certified

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 15th to insure that the most updated data is being used.*

[Handwritten Signature]

Signature of Library Director

5/29/19

Date

Keith B. Simmons

Signature of Board Chairperson or Authorizing Authority

6/4/19

Date

Keith B. Simmons

Printed Name and Title of Board Member or Authorizing Authority

2020 Technology Grant

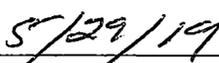
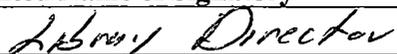
Internet Safety Certification For Public Libraries

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.</p> <p><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.</p> <p><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>

	
Signature of Library Director or Authorizing Authority	Date
	
Printed Name of Signatory	
	
Title of Signatory	

2020 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.
- 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

5/29/19

Date

Kent Oliva

Printed Name of Signatory

Library Director

Title of Signatory

2020 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.

[Handwritten Signature]

5/29/19

Signature of Library Director or Authorizing Authority

Date

Kent Oliver

Printed Name of Signatory

Library Director

Title of Signatory

2020 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

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

Deadline for submitting applications:

July 8, 2019

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.

Grant Title:	FY20 LSTA Technology Grant
Department Submitting Grant Application:	Nashville Public Library
Expected Grant Submission Date:	07/08/19
Expected Grant Award Date:	10/01/19

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.*

The Nashville Public Library takes pride in providing excellent customer service for our patrons both inside and outside of our doors. One of the ways that we would like to enhance that service outside of our doors is by providing remote card registration and checkout for during our many outreach programs in the community. This service requires mobile barcode scanners that we can use with our mobile applications. For this reason, we are requesting 10 mobile barcode scanners in this year's LSTA Technology grant application.

Metro Archives, located within the library, is in need of Large Format Document Scanner replacements. The grant request includes two of these.

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.*

Solution Detail:

Nashville Public Library is applying for 2020 LSTA Technology Grant to fund the purchase of the mobile barcode scanners and the large format document scanners. There are no additional equipment needs for this project. This is a matching grant and the library will incur a one-time \$3,250.00 cost match. These are the only costs and technology obligations associated with this implementation.

Metro Information Technology Grant Proposal Summary

Major Milestones including dates and key deliverables.

Milestone Description	Date	Key Deliverable
Large Format Document Scanner Installation	January 2020	Setup/Patron Use
Mobile Barcode Scanners	January 2020	Scanners Connect via Bluetooth

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

Hardware or Software	Quantity
No other hardware or software needed.	

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.

IT Grant Submission Estimated Costs: Summary

Hardware	\$6500.00
Software	\$0
Consulting	\$0
Infrastructure	\$0
Other	\$0
Total Cost	\$6500.00

To facilitate grant approval, please submit completed document to:

Keith Durbin, CIO/Director of IT Services
Keith.durbin@nashville.gov

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