

2021 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 2021 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, 2020 – April 30, 2021.

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.

Please also note: we are asking for a Title VI Contact and contact information this year on page 1. This is someone that we can communicate with regarding Title VI compliance.

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 6, 2020**

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Legal Library Name (or applicant name if a Friends group or city/county)			
Grantee Mailing Address			
City		State	Zip Code
Phone Number			
City/County to be Served			
Name of Region, Independent or Metro			
Grant Contact Person (will be the person listed in the contract)			
Grant Contact Person Title			
Grant Contact Person e-mail address			
Title VI Contact Name			
Title VI Contact Information (phone and e-mail)			
Date of Grantee's Last A-133 Audit* (spent \$500,000 or more in <i>Federal Funds</i> only)			
Fiscal Years Covered in Last A-133 Audit (i.e. 2017/2018, 2013/2014, etc.)			
Federal Congressional District(s) to be Served (http://capwiz.com/nra/dbq/officials/)	(District Number only)		
State House District to be Served (http://capwiz.com/nra/dbq/officials/)	(District Number only)		
State Senate District to be Served (http://capwiz.com/nra/dbq/officials/)	(District Number only)		
Full Name of the Entity that is registered for the DUNS number listed below			
DUNS (Data Universal Numbering System) Number**			

*an A-133 audit is not your typical annual audit. This is an audit that is required by the Federal government if you or your city/county (if you are a department) spent more than \$500,000 in federal funds.

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

2021 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.
 - a. This includes the hard drive size, whether solid state (SSD) or hard disk drives (HDD).
2. If you are planning to purchase from 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.

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Minimum Specifications for Windows Desktops and Laptops

Windows Desktop

Platform 2 on State contract or equivalent

Operating System: Windows 10 Professional Edition 64-bit
Processor Speed: Intel Core i5-9600
Memory: 8 GB
Hard Drive: 512 GB (either HDD or SSD)
Warranty: 3 year next day parts and labor on-site warranty

Windows Laptop

Platform 1A or 1B on State contract or equivalent

Operating System: Windows 10- Professional Edition 64-bit
Processor Speed: up to 3.9 GHz Intel 'I5-8265' processor
Memory: 8 GB
Hard Drive: 512 GB (either HDD or SSD)
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 _____

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						
Flatbed Scanners						
E-Book Reader						
Digital Camera						
Tablet/iPad						
Other <i>(please specify)</i>						
Other Items Not in Another Category <i>(please specify)</i>						
Totals*						
					Revised Total	

*Total request should be in a whole dollar format

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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>		
2.	Title VI, Civil Rights Act of 1964		
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		
	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		
<i>Items 4 – 7 are not required for Metropolitan or Independent Libraries</i>			
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 2019 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 2019/2020 Fiscal Year? **		
8.	How many served on your board (including ex officio members if any) as of June 30, 2020? How many of those board members 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 to ensure 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

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Internet Safety Certification For Public Libraries

Library Name: _____

As the duly authorized representative of the library, I hereby certify that

(Check EITHER A or B, but not both):

<p>A.</p> <input type="checkbox"/>	<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> <input type="checkbox"/>	<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

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Certification of Indirect Cost

Library Name: _____

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

Date

Printed Name of Signatory

Title of Signatory

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Financial Certification

Library Name: _____

Federal Employer Identification Number
(FEIN)

Also referred to as a tax exempt number

Business Name or Name of the Holder of
the FEIN

In order for grant funds direct deposited, please provide the last 4 digits of the account you will be using for this grant

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 with the State.

Signature of Library Director or Authorizing Authority

Date

Printed Name of Signatory

Title of Signatory

2021 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 e-mail, postal mail, or fax.

Applications can be sent to:

e-mail: Jennifer.Cowan-Henderson@tn.gov

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

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

Fax: 615-532-9904

Deadline for submitting applications:

July 6, 2020