

2025 Technology Grant



Tre Hargett
Secretary of State

Tennessee State Library and Archives Department of State

State of Tennessee
1001 Rep. John Lewis Way North
Nashville, TN 37219
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 2025 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, 2024 – April 30, 2025.

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 appropriate person on pages 12 and 13.

If you have questions regarding eligibility or the grant in general, please contact:

Jennifer Cowan-Henderson
phone: 615-741-1923
email: Jennifer.Cowan-Henderson@tn.gov

Deadline for applications is **June 17, 2024**

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| | | | |
|---|--|---------------------------|--------------------------|
| Legal Library Name <i>(or applicant name if a Friends group or city/county)</i> | Kingsport Public Library | | |
| Full Name of the Entity that is registered for the UEI number listed below | City of Kingsport | | |
| UEI (Unique Entity Identifier @SAM.gov) Number* | YE45C4JZC5U1 | | |
| Grantee Mailing Address | 400 Broad Street | | |
| City | Kingsport | State TN | Zip Code 37660 |
| Grantee Physical Address <i>If different than mailing address</i> | | | |
| City | | State | Zip Code |
| Phone Number | 423-229-9388 | | |
| City/County to be Served | City of Kingsport | | |
| Name of Region, Independent or Metro | Holston River | | |
| Grant Contact Person <i>will be the person listed in the contract</i> | Mary Thomas | | |
| Grant Contact Person Title | Library Manager | | |
| Grant Contact Person e-mail address | marythomas@kingsporttn.gov | | |
| Title VI Contact Name | Tyra Copas | | |
| Title VI Contact Information | Phone | Email | |
| | 423-229-2448 | tyracopas@kingsporttn.gov | |
| Date of Grantee's Last A-133 Audit** <i>spent \$500,000 or more in Federal Funds only</i> | January 12, 2024 | | |
| Fiscal Year Covered in Last A-133 Audit <i>i.e. 2017/2018, 2013/2014, etc.</i> | 2022/2023 | | |
| Federal Congressional District(s) to be Served | <i>(District Number only)</i> 1 | | |
| State House District to be Served | <i>(District Number only)</i> 1, 2, 6 | | |
| State Senate District to be Served | <i>(District Number only)</i> 2, 4 | | |

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* Unique Entity Identifier (UEI)

Starting in April 2022, the Federal government requires that any grantee of Federal funds provide a UEI instead of a DUNS number. UEIs are free to register for and to renew and are available through <https://sam.gov>. You may have already gone through this process with E-rate.

Please note that you will have to have a login to access the system.

Whose UEI should I use?

- If you are a department of the city or county, you can use the UEI of your city or county.
- Please check with your financial officer regarding what UEI you should use, or if you should register for your own.
- 501-C-3 libraries should either have their own UEI or have permission from their funding body to use theirs.
- 501-C-3 Friends groups should have their own UEI and FEIN, as they are not funded by the library's funding bodies.

From the U.S. General Services Administration:

If you are new to the federal marketplace, you may not know what it means to “register” in SAM.gov versus just getting a unique entity identifier (or “UEI” as we sometimes call it).

First, what is a UEI?

Today, the federal government uses the DUNS Number, issued by Dun & Bradstreet, to identify businesses and organizations as unique. Each unique business or organization is referred to as an “entity” on SAM.gov. Each entity that does business with the government by bidding on contracts or applying for grants, and certain subawardees, need a DUNS Number to conduct business with federal agencies.

Effective April 4, 2022, the federal government will stop using the DUNS Number and start using a new identifier, the Unique Entity ID (SAM), to identify businesses and organizations as unique. Like the DUNS Number, the UEI will be required to do business with the government.

What Does it Mean to Get a UEI?

Getting a UEI is a validation that your entity is what you say it is: a unique organization with its own physical address. *Just getting a UEI assigned does not mean your organization is eligible for federal awards.* SAM.gov will validate and assign a UEI to your organization even if you do not intend to register your entity in SAM.gov. “Getting a UEI” in SAM.gov refers to just that—getting a UEI only, not registration. If you are only interested in participating in the award process as a sub-awardee or other situations when registration is not required, then getting only a UEI is the right option for you.

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Unique Entity IDs (SAM) do not expire, and if you choose to register your entity later, you will keep the same Unique Entity ID (SAM).

What Does it Mean to Register Your Entity?

“Entity Registration” is a more involved process where you provide certain information about your organization and get a UEI along the way (if you don’t already have one). “Register” in SAM.gov always refers to entity registration. If you are interested in participating in the award process as a primary contractor or awardee—the one that bids directly or applies for the award—then registering is the right option for you.

Registration requires you to provide detailed information about your organization, potentially including representations and certifications (we call them “Reps & Certs”), tax information, assertions (organization size metrics, NAICS codes, etc.), and more. Your registration must be updated (renewed) every year to remain active and keep you eligible for federal awards.

Where Do I Go to Get a Unique Entity ID (SAM)?

- If you have an entity registration (even if your registration has expired), you already have a Unique Entity ID (SAM). You can find it by selecting the Entity Management widget in your Workspace on SAM.gov or by signing in and searching entity information.
- If you are a sub-awardee now or want to be one in the future, choose “Get Started” on the SAM.gov homepage and “Get a UEI.” Do not choose “Register Entity.”
- If you want to bid as a primary awardee on a contract or grant now or in the future, you need to register your entity. A Unique Entity ID (SAM) will be assigned to you as part of registering. Choose “Get Started” on the SAM.gov homepage and “Register Entity.”

[Check out this FAQ](#) for more on the difference between getting a UEI and registering your entity. And if you have more questions about the transition from the DUNS Number to the Unique Entity ID (SAM), please check out our list of [FAQs](#) on FSD.gov.

There is also a [help area](#) on the SAM.gov website if you need assistance.

** A-133 Audit

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.

Please check with your city/county/library financial officer to verify that your library was or was not part of an A-133 audit. If you were, then please provide the fiscal year that the audit was conducted for.

2025 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> | ✓ | |
| 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 | | |

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 2023 Trustee Workshop? | ✓ | |
| 6.a. | If yes, please provide the name of at least one board member who attended | | |
| | Attendee Name: Mickey Shull and John Deats | | |
| 7. | Has the Standards Survey been completed for your library for the 2022/2023 Fiscal Year? <i>(Please note this is for last fiscal year)**</i> | ✓ | |
| 8. | How many served on your board (including ex officio members if any) as of June 30, 2024? How many of those board members completed the Tennessee Trustee Certification Program?*** | #board | # certified |
| | | 7 | 1 |

Items 6 – 8 will directly affect your grant award.

***** Note: The status of your Standards Survey and Trustee Certification will be checked to ensure that the data is correct..***

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: Kingsport 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

2025 Technology Grant

Certification of Indirect Cost

Library Name: Kingsport 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.

Note: Choosing to utilize indirect cost will not increase your grant award.

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

2025 Technology Grant

Financial Certification

Library Name: Kingsport Public Library

| | |
|---|------------|
| Federal Employer Identification Number (FEIN) | 62-6000323 |
|---|------------|

Also referred to as a tax-exempt number

Business Name or Name of the Holder of the FEIN City of Kingsport

In order to direct deposit your reimbursement, please provide the last 4 digits of the account you will be using for this grant 1379

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 Authorizing Authority

Date

Printed Name of Authorizing Authority

Title of Authorizing Authority

If you cannot receive reimbursement by direct deposit, please provide below the address of where a check should be sent.

2025 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. Licenses that extend past the grant end date will be prorated to meet the dates on the contract.
7. 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.
8. Paper purchases can be an eligible cost with leftover funds, up to \$100.00, but may not be requested on the application.
9. Printer toner can only be requested if a printer is also requested.
10. Subscription software is eligible, but it will be prorated to meet the grant contract dates of October 1, 2024 – April 30, 2025.

Ineligible Items

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

- Refurbished equipment (desktops and laptops included)
- Salaries
- Construction
- Gaming Consoles/Games
- Mobile Apps
- Network Cabling
- Patron/door counters
- STEM kits (including robotics)
- Security systems
- Phones
- Internet access or phone charges
- Late fees, fines, or penalties
- Telecomm and surveillance items or systems by Huawei, ZTE, Hytera, Hangzhou Hikivision, or Dahua Tech companies and corporations
- Taxes
- Hotspots
- Renewal charges, for example: ILS systems
- 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 and/or leased networked copiers
- Items purchased solely for marketing, personal, or advocacy purposes
- Food or giveaway items
- Furniture, kiosks, and seating

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

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Minimum Specifications for Windows Desktops and Laptops

Windows Desktop

Operating System: Windows 11 Professional Edition 64-bit
Processor Speed: Intel Core i5-12500
Memory: 8 GB
Hard Drive: 256 GB (either HDD or SSD)
Warranty: 3 year on-site or ship back warranty

Windows Laptop

Operating System: Windows 11- Professional Edition 64-bit
Processor Speed: Intel I5-1235U processor
Memory: 8 GB
Hard Drive: 256 GB (either HDD or SSD)
Warranty: 4 year on-site or ship back warranty

| Category | Description/Purpose | Is this a subscription? What are the license dates? | # Requested | Cost per Unit | Total Cost | Grant Request (up to 1/2 of total cost) |
|----------|---------------------|--|----------------|---------------|------------|---|
|----------|---------------------|--|----------------|---------------|------------|---|

Library Name Kingsport Public Library

| Computers | | | | | | |
|---|---|----|---|------|------|------|
| Windows Desktop <i>(must meet or exceed minimum specifications)</i> | | | | | | |
| Windows Laptop <i>(must meet or exceed minimum specifications)</i> | Public Access, these will be replacing computers Includes | No | 4 | 742 | 3710 | 1855 |
| Additional Warranty | | | | | | |
| Macintosh Desktop | | | | | | |
| Macintosh Laptop | | | | | | |
| Server | | | | | | |
| Children's Workstation | Self-contained children's – Replacing older one (AWE) | No | 1 | 4551 | 4551 | 2276 |
| All-in-one or Thin Clients | | | | | | |
| Other Computers <i>(please specify)</i> | | | | | | |
| Software (subscriptions will be prorated if they started before October 1, 2024 and/or exceed past April 30, 2025) | | | | | | |
| Productivity Software | | | | | | |
| Security Software | | | | | | |
| Anti-Virus Software | | | | | | |
| Automation | | | | | | |
| Other Software <i>(please specify)</i> | | | | | | |
| Networking Hardware (internet cabling is not eligible) | | | | | | |
| Routers/Wireless Routers | | | | | | |
| Hubs/Switches/etc. | | | | | | |

| Category | Description/Purpose | Is this a subscription? What are the license dates? | # 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 | iPads - Staff mobile circulation to assist patrons throughout the library | No | 4 | 350 | 1400 | 700 |
| TV <i>(include how it will be used and where in the description)</i> | | | | | | |
| Other <i>(please specify)</i> | | | | | | |
| Other Items Not in Another Category <i>(please specify)</i> | | | | | | |
| Tablet protective cover | Protective covers for iPads | No | 4 | 25 | 100 | 50 |
| Totals* | | | | | 9761 | 4881 |
| | | | | | Revised Total | |

*Total request should be in a whole dollar format

Please add additional pages after this page if necessary

2025 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
E-Mail Jennifer.Cowan-Henderson@tn.gov

Submitting Applications

Applications will be accepted via e-mail, postal mail, or fax, as we do not need original signatures.

Applications can be sent to your regional Assistant Director, or the Lead Grant Analyst:

Buffalo River Regional Library

Anne Reever Osborne, Assistant Director
Anne.Osborne@tn.gov
230 E. James Campbell Blvd., Suite 108
Columbia, TN 38401
Fax: 931-388-1762

Clinch River Regional Library

Madison Hough, Assistant Director
Madison.Hough@tn.gov
1001 Rep. John Lewis Way N.
Nashville, TN 37219
Fax: 615-532-9904

Falling Water River Regional Library

Claire Broyles, Assistant Director
Claire.Broyles@tn.gov
208 Minnear Street
Cookeville, TN 38501
Fax: 931-520-2460

Hatchie River Regional Library

Julie Dahlhauser, Assistant Director
Julie.Dahlhauser@tn.gov
63 Executive Drive
Jackson, TN 38305
Fax: 731-668-6663

Holston River Regional Library

Selena Harmon, Assistant Director
Selena.Harmon@tn.gov
170 W. Springbrook Drive
Johnson City, TN 37604
Fax: 423-854-5082

Independents and Metros

Karye Cook, Lead Grant Analyst
Karye.Cook@tn.gov
1001 Rep. John Lewis Way N.
Nashville, TN 37219
Fax: 615-532-9904

Obion River Regional Library

Kathryn McBride, Assistant Director
Kathryn.McBride@tn.gov
542 N. Lindell Street
Martin, TN 38237
Fax: 731-364-4536

Ocoee River Regional Library

Nikki Branam-Snyder, Assistant Director
Nikki.Branam-Snyder@tn.gov
718 George Street, NW
Athens, TN 37303
Fax: 423-649-1501

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Red River Regional Library

Caitlyn, Haley, Assistant Director

Caitlyn.Haley@tn.gov

1753 Alpine Drive, Suite A

Clarksville, TN 37041

Fax: 931-905-3030

Stones River Regional Library

Cindy Matthews, Assistant Director

Cynthia.Matthews@tn.gov

2118 E. Main Street

Murfreesboro, TN 37130

Fax: 615-895-6727

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

Deadline for submitting applications:

June 17, 2024