



**Broadband Non-Infrastructure Application  
Submission to NTIA – Public Computer Centers**

<b>Submitted Date:</b> 3/13/2010 8:21:34 PM	<b>Easygrants ID:</b> 6294
<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> KENTUCKY ARTS, EDUCATION & HUMANITIES CABINET
<b>Task:</b> Submit Application - Public Computer Centers	<b>Applicant Name:</b> Charlene Davis

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## A. General Application Information

Applicant Information	
Name and Federal ID for Applicant	
<b>DUNS Number</b>	050950989
<b>CCR # (CAGE)</b>	4MRZ7
<b>Legal Business Name</b>	KENTUCKY ARTS, EDUCATION & HUMANITIES CABINET
<b>Point of Contact (POC)</b>	BARBARA CAMPBELL 5025648300 Ext. 302 Barbara.Campbell@ky.gov
<b>Alternate POC</b>	CHRISTIE ROBINSON 5025648300 Ext. 309 christie.robinson@ky.gov
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<b>Alternate Electronic Business POC</b>	CHRISTIE ROBINSON 5025648300 Ext. 309 christie.robinson@ky.gov

Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
<b>Prefix</b>	
<b>First Name</b>	Charlene
<b>Middle Name</b>	
<b>Last Name</b>	Davis



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<b>Suffix</b>	
<b>Telephone Number</b>	502-564-8300
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<b>Title</b>	State Library Services Division Director

**Additional Contact Information of Person to be Contacted on Matters Involving this Application:**

<b>Project Role</b>	<b>Name</b>	<b>Phone</b>	<b>Email</b>
Secondary Point of Contact	Wayne , Onkst	5025648300 312	Wayne.Onkst@ ky.gov
Other Contact	Nicole , Bryan	5025648300 304	Nicole.Bryan@k y.gov

**Other Required Identification Numbers**

<b>Easygrants ID</b>	6294
<b>Funding Opportunity Number</b>	500000
<b>Catalog of Federal Domestic Assistance Number</b>	<b>BTOP CFDA Number:</b> 11.557 <b>BTOP CFDA Title:</b> Broadband Technology Opportunities Program

**Organization Classification**

<b>Type of Organization</b>	State or State Agency
<b>Is the organization a small business?</b>	No
<b>Does the organization meet the definition of a socially and economically disadvantaged</b>	No



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<b>small business concern?</b>	
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<b>Authorized Organizational Representative</b>	
<b>AOR</b>	CAMPBELL, BARBARA
<b>Result</b>	Applicant Authorized

<b>Project Title and Project Description</b>
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**Project Title:** Kentucky Public Library PCC Workforce Opportunity Expansion

**Project Description:** Kentucky Department for Libraries & Archives is proposing a \$1,780,384 investment to expand capacity at 60 public library Public Computer Centers through increased access to broadband connectivity and technology complemented by educational opportunities across Kentucky, targeting economic growth and increased opportunities that address challenges of the unemployed, underemployed and undereducated.

<b>Other Applications</b>
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Is this application being submitted in coordination with any other application being submitted during this round of funding?

➤ Yes

<b>Easygrants ID</b>	<b>Project Title</b>
5493	Kentucky Regional Optical Network Community Anchor Institution Expansion

If YES, please explain any synergies and/or dependencies between this project and any other applications. The Kentucky Department for Libraries and Archives (KDLA) proposal is submitted in coordination with the Kentucky Regional Optical Network (KyRON) Community Anchor Institutions Expansion proposal. These proposals are related in that they both serve the same 60 libraries. The KDLA proposal is focused on the needed expansion of Public Computing Centers (PCC) equipment and instructional courses for education, workforce and skills development at public libraries, while the Regional Optical Network Community Anchor Institutions Expansion



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proposal aims to improve the connectivity at libraries to 10 Mbps by bringing a fiber-optic connection to these buildings. The KDLA proposal is not dependent on the Regional Optical Network Community Anchor Institutions Expansion proposal, as all libraries included with the KDLA proposal have at least a basic level tier of broadband speed of 768 kbps as specified by the FCC, while most are higher. The libraries in the KDLA proposal need the requested equipment, and the equipment will be effectively used by the public in the library PCCs with or without the connectivity improvement resulting from the Regional Optical Network Community Anchor Institutions Expansion proposal. KDLA is also pursuing a separate private grant opportunity from the Bill and Melinda Gates Foundation to address improved connectivity for all Kentucky public libraries through improved E-Rate activity. Separate from the KDLA grant proposal and the Regional Optical Network Community Anchor Institutions Expansion proposal, this private grant opportunity from the Bill and Melinda Gates Foundation will provide E-Rate support, education and training to enable more Kentucky public libraries to overcome recurring cost barriers to upgrading their connection speeds and create savings that will contribute toward ongoing maintenance and support of public library PCC equipment and instructional opportunities. Because the KDLA proposal is not dependent in any way on the Regional Optical Network Community Anchor Institutions Expansion proposal, no contingency plan is required. If the Regional Optical Network Community Anchor Institutions Expansion proposal and the KDLA proposal were both funded, however, the objectives for both proposals would be enhanced and complemented. Upgrading all the public library PCC broadband speeds to 10 Mbps would improve their ability to meet expanding public needs given increased computing application, internet and telecommunications bandwidth requirements.

Is the Applicant exempt from the Department of Commerce requirements regarding individual background screening in connection with any award resulting from this Application?

- Yes, Applicant is exempt because it is a unit of a state or local government

If the answer to the above question is "No," please identify each key individual associated with the Applicant who would be required to complete Form CD-346, "Applicant for Funding Assistance," in connection with any award resulting from this Application:

<b>Name</b>	<b>Title</b>	<b>Employer</b>



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## **B. Executive Summary, Project Purpose and Benefits**

### **Essay Question**

#### **Executive Summary of the proposed project:**

##### **Statement of Problem**

Unemployment, educational attainment, and poverty are severe concerns in Kentucky. Between December 2008 and December 2009, unemployment rose in 119 Kentucky counties. Overall state unemployment rose to 10.7% in December 2009, compared with a national rate of 9.7%, indicating that Kentucky is an economically distressed area. According to the Chronicle of Higher Education, Kentucky lags on key educational attainment metrics compared with the rest of the country, with 77% of the Commonwealth's Public Use Microdata Samples (US Census Bureau regions) rated as "critical" or "most critical". 2009 US Census Bureau statistics demonstrate that poverty is increasing in Kentucky, rising to the 5th highest poverty rate from the 6th in 2008, and this growth is expected to continue.

Improving public access to educational and employment opportunities is a critical component of Kentucky's efforts to reverse these trends, and Public Computer Centers (PCCs) at local libraries play a vital role in facilitating these opportunities. According to a 2009 American Library Association survey, the majority of Kentucky public libraries have expressed that they solely offer free of charge, public computer and Internet access in their service areas. However, with increasing demand and wide-spread use of time limits for computer use, the capacity of these PCCs is constrained. The survey also indicated that Kentucky libraries lack the requisite equipment, quantity of instructional programs, and funding to meet increasing user needs. In addition, One-Stop Career Centers, funded through the Kentucky Office of Employment and Training (OET), are often overcrowded with long wait-times for services, and Kentuckians, especially those in vulnerable populations, need local alternatives to meet their individual needs.

##### **Overall Approach to Address Need**

The Kentucky Department for Libraries and Archives' (KDLA) participation in the Broadband Technology Opportunity Program (BTOP) will specifically address the issues of unemployment, educational attainment, and poverty through expanding and enhancing participating libraries' PCCs. Because Kentucky's public libraries generally have sufficient broadband speeds due to past initiatives that improved connectivity, this project will emphasize libraries' needs regarding



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increased training programs and infrastructure, including equipment, software applications, and warranty agreements.

With additional funding and up-to-date equipment, participating libraries will be able to expand access to educational, personal, and professional growth opportunities. The “Workforce Opportunity Series” courses and programs will prepare Kentuckians to seize employment opportunities, enhance their skill sets, and facilitate job creation and economic growth. Increased instruction on e-government resources and benefits, such as unemployment, Medicare, and Social Security, will help low income Kentuckians understand and access all available services. Importantly, technology and furniture accommodations are included to meet the needs of the disabled.

Collaboration with key partners will produce programs to address the significant needs of Kentucky’s vulnerable populations. Education programs will target developing and expanding the following skills and competencies:

- Basic computing
- Basic resume writing and job searching
- Identifying and utilizing workforce training and available community, state, and federal resources
- Accessing unemployment services and available community, state, and federal resources
- Identifying, applying for and enrolling in education opportunities
- Preparation and training for library-hosted job fairs coordinated with state workforce institutions

#### Outreach

Public library PCC capacity and instructional expansion will be supported by an outreach initiative that targets historically vulnerable populations. Instructional opportunities will be marketed as the “Kentucky Public Library Workforce Opportunity Series.” Library PCCs will be marketed as “Workforce & Education Community Centers.” KDLA will develop standard marketing materials that will be made available to each participating library for use in strategic locations. These include existing library user touch points, public service announcements on radio and TV, churches and other faith-based institutions, and social service outlets. Local libraries will determine the best strategies and tools to reach vulnerable populations in their service areas.

#### Key Partners

The Kentucky Community and Technical College System (KCTCS) is a key partner for this proposal. KCTCS represents an important collaborator providing qualified instructors to support



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the offerings of the “Kentucky Public Library Workforce Opportunity Series” and ongoing educational opportunities.

OET’s One-Stop Career Centers, provide job seekers and employers with quick and easy access to necessary services from a variety of social service providers. Noteworthy services provided include filing for unemployment insurance, jobs matching, and special assistance to veterans and other eligible individuals. This proposal facilitates agreements between participating libraries and local One-Stop staff to overcome perceptions that libraries do not have the proper PCC capacity for an instructional setting and to collaborate on approaches to support library-hosted instructional courses and job fairs.

Kentucky Adult Education (KAE) proposes to achieve dramatic improvements in the educational status of adult Kentuckians who lack a high school diploma, function at low levels of literacy, or want to learn English. KAE focuses on GED completion, English as a Second Language, family literacy, workforce education, and corrections education. KAE has a dedicated staff and a limited budget to provide instruction with goals and objectives that complement this PCC proposal, and provides public libraries with qualified and capable instructors to drive the library’s courses in the “Workforce Investment Series.”

60 libraries, as sub-recipients of this award, will be key partners of KDLA. Libraries are the mechanism for serving and reaching the people of Kentucky through their roles as community anchor institutions. These libraries will be the locations of all enhanced equipment and increased workforce and educational instruction. As community anchor institutions, these libraries know the specific local needs of their service area and how best to engage them.

#### Areas to be Served

The population of the targeted areas to be served is 1,301,311. Libraries included in this funding request have service areas with heavy concentrations of historically vulnerable populations, based on socio-economic levels. The most significant vulnerable population estimates indicate a 19% poverty rate for this area, compared with a 13% national average, and an 11.6% average unemployment rate in December 2009, compared with the national rate of 9.7%. The disabled represent 19.5 of the targeted population. The KDLA project will expand broadband access and workforce training at Kentucky libraries’ PCCs to at least 7,200 potential new users.

#### Qualifications of Applicant

KDLA and Kentucky’s public libraries have a demonstrated track record of success in managing federal, state and nonprofit grant funds for programs including those from the Institute of Museum and Library Services under the Library Services and Technology Act (LSTA), participation in the Universal Service Fund E-Rate program for Schools and Libraries, allocation from the Governor’s Office of Statewide Reserve Funding of the American Recovery and



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Reinvestment Act through Workforce Investment, Office of Employment and Training to enhance public libraries and a history of funding from the Bill and Melinda Gates Foundation.  
**Jobs to be Saved or Created**

This program will create a total of 19.35 job-years in the state of Kentucky. Of these, 0.63 are expected to be direct job-years, 11.76 will be indirect, and 6.97 will be induced job-years. In addition to the much needed increase in jobs in the state, this program will have a direct impact on increasing educational opportunities for Kentuckians which in turn will enable them to tackle the related issues of poverty and unemployment.

**Overall Cost**

The overall cost of this program is \$1,780,383.83. Support for this program is evidenced by the combined 24.18% matching funds commitment, with The Bill & Melinda Gates Foundation providing a \$240,000 grant as cash matching and \$168,000 proposal development in-kind contribution, and KDLA providing an additional \$22,558 as in-kind contribution.

**Project purpose:**

**Significance of the Problem to be Addressed**

Unemployment, educational attainment, and poverty are severe long term concerns in Kentucky. This grant provides a unique opportunity to provide necessary tools, education and access at the local level through public libraries, addressing the following current social needs:

- Unemployment rose between December 2008 and December 2009 in 119 Kentucky counties. Counties of significant economic distress with library systems targeted for participation include: Trigg County - 16.5%, Bath County - 15.7%, and Lewis Counties - 15%. December 2009 overall state unemployment rose to 10.7% compared with a US rate of 9.7%
  - According to the Chronicle of Higher Education, Kentucky lagged on key educational attainments metrics for all metrics compared with the rest of the US in 2009, and rated especially poor on graduation from high school and college
  - In a 2008 study focused on educational needs, 77% of the Commonwealth's US Census regions were rated as "critical" or "most critical"
  - 2009 U.S. Census statistics show that poverty is increasing in Kentucky, and the Commonwealth now has the 5th highest poverty rating, up from 6th in 2008. 2008 estimates anticipated poverty rates higher than the U.S. national average in 104 of 120 Kentucky counties
- Community Role of Library and Capacity/Resource Constraints**

In a 2009 American Library Association survey 75.4% of Kentucky public libraries said that they were the only free of charge, public computer and Internet access venue in their library's



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service area, validating their critical role as an anchor institution providing broadband access for citizens who otherwise would not be able to afford these services. 2/3 of Kentucky public libraries reported an increase in use of their public internet stations, providing services for job seekers. Access to government information was rated the most important service provided to the community. Of the 73 libraries surveyed, 50 indicated that they have provided assistance to individuals trying to access government services for information about unemployment benefits, Medicare, and other critical social services. Increasing demand on public computer centers and wide-spread use of session time limits emphasize the need for more capacity.

**Community Role of One-Stops and Capacity/Resource Constraints**

Only 12 Kentucky One-Stop Centers provide community resources for the unemployed and under educated in the service areas of libraries in this proposal. These resources orient individuals applying for government benefits or in taking GED preparation classes. Recently, One-Stops have become overcrowded with long wait lines for resources and services. When One-Stops are over crowded or not open, Kentuckians need another local alternative to help identify new employment opportunities, increase their educational opportunities and or interact with e-Government resources. These Kentuckians are turning to libraries and library staff for life lines. Many begin seeking these resources in the public library due its geographic proximity , accessibility, and prominence in the community.

**Project Offers an Effective Solution and an Ability to be Replicated**

The KDLA plan enhances public libraries' commitment to their communities by expanding educational, personal, and professional growth opportunities through PCC broadband access. Public libraries help Kentuckians learn what benefits are available to them from the government or other organizations, search for jobs, learn how to write a resume, and submit it to prospective employers. Proposed is the creation of a "Workforce Opportunity Series" of courses and programs supporting Kentuckians so they are ready to seize employment opportunities that facilitate job creation and economic growth. This is an expansion and organization of successful existing programs/partnerships already offered ad-hoc throughout the State. Through matching funds this grant significantly leverages the current capabilities of Kentucky's Public Libraries and the efforts of other state/federal development programs. Kentucky has made previous significant investments in connectivity and the state is poised to replicate with funding and state level coordination through this investment in access and programs.

**Advancing the BTOP Statutory Purposes**

KDLA's plan to expand PCC capacities enables broadband access at public library PCCs that can be accessed at no charge and informal assistance by library staff and through formal assistance in educational courses that are also expanded through this proposal. The libraries



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included in this funding have service areas with heavy concentrations of historically vulnerable populations based on socio-economic levels.

The project addresses three of the statutory purposes for BTOP by achieving the following objectives:

- Expand computing capacity and broadband access through the library PCC in communities where the public library is often the only free access point available. These public libraries' service areas include many unserved and underserved citizens.
- Increase public computing access that improves broadband awareness, training, access to equipment and support to libraries. The library PCCs and partnerships provide outreach into underserved communities and will facilitate broadband usage, basic computer training and access to education and e-government services to historically vulnerable populations, among the many populations public libraries serve.
- Promote economic growth and job creation through instruction and resources for addressing issues of employment, education and government interaction at public library PCCs. In addition to uplifting the education level of the workforce, this proposal will bring grant funds to the local community economy – communities that most need these stimulus funds. By expanding first hand broadband experience, this program will also stimulate demand.

**Recovery Act and Other Governmental Collaboration:**

Key partners with KDLA in this proposal include the Kentucky Office of Employment & Training, Kentucky Adult Education, and the Kentucky Community & Technical College System. This proposal increases collaboration between public libraries and these state development programs and institutions for efficiencies described in detail in the partners discussion in Section 8.

**Opportunity to Leverage the 2009 Recovery Act**

The KDLA proposal presents a broad opportunity to leverage many Kentucky 2009 Recovery Act programs due to the ease of accessibility and general usefulness of broadband connected PCCs located in Kentucky public libraries. For many Kentuckians needing to access recovery resources, the public library is the only option. Kentuckians of all backgrounds and demographic characteristics, including the unemployed and historically vulnerable populations. Any person desiring to learn about, apply for, or understand these Recovery Act opportunities can visit a Kentucky public library. Examples of these programs include:



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**Statewide Reserve Funding, Office of Employment & Training Grant - \$281K**

KDLA was awarded \$281,200 from the Statewide Reserve Funding of the American Recovery and Reinvestment Act through Workforce Investment, Office of Employment and Training for objectives comparable with the KDLA BTOP proposal. The KDLA BTOP proposal would augment this program by funding hardware, education and workforce training needs at 60 PCCs not covered under the reserve funding program.

**Identify Green Jobs, Provide Career Path Assistance Grant- \$1.2M**

The KDLA proposal would enhance the PCC capabilities of Kentucky public libraries, enabling Kentuckians to learn about the green training opportunities and providers, research the growing needs of the energy efficiency and renewable energy industries, and access online jobs banks that highlight green jobs.

**Expand and Build a Statewide Health and Information Exchange (eHealth) Grant - \$10M**

The KDLA proposal would enhance the PCC capabilities of Kentucky public libraries, enabling Kentuckians to access this eHealth and Information Exchange, particularly those who may need it most, as they would not otherwise be online except for a public library PCC.

**Employment & Training Programs Grant - \$18M**

The KDLA proposal would enhance the PCC capabilities of Kentucky public libraries, enabling Kentuckians to access resources and participate in job search and skills improvement activities, thus supporting the objectives of this grant program.

The programs above are merely a representative sample of the myriad of 2009 Recovery Act programs that the KDLA BTOP proposal enhances due to the high level of general usefulness and ready access of public library PCCs, which serve many diverse individuals in local communities. Many others programs that would be enhanced can be found at <http://kentuckyatwork.ky.gov/>

**Technology Strategy:**

Kentucky is fortunate for previous investments in improving broadband connectivity, yet funding has been lacking for the requisite PCC resources to meet individual, community, and library needs for accessing and utilizing connectivity meaningfully. The strategy outlined below provides an overview of the methodology undertaken to assess the needs of library PCCs to



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achieve the requisite capacity, the solution selection approach used to generate a detailed technology components list and corresponding budget, and key considerations for deployment and management of resources.

#### Needs Assessment

Public library PCCs across Kentucky are at different stages of capability and maturity with regard to broadband connectivity, computing and peripheral equipment, software applications, and locally-targeted educational courses. To assess the current-state of each PCC, a comprehensive survey was conducted asking the 198 public libraries to report existing resources and identify additional PCC-specific needs. To inform these requests, libraries were asked to evaluate their own PCC against a PCC composite that contained general guideline characteristics including a list of common equipment, software and educational courses. Sustaining equipment and educational programs, and participation in the outreach program were requirements for indicating resource requests proposed to be funded.

An additional survey was conducted to gather PCC utilization of libraries not previously captured in a 2009 ALA survey. Responses informed a comprehensive view of each library's PCC utilization in context of increasing resource requirements by users.

Library PCC needs indicated through survey responses were reviewed, rationalized and prioritized by KDLA based on the justification of needs compared to the objective characteristics of the service area around unemployment, educational attainment, poverty, presence of historically vulnerable populations, and level of connectivity. An outcome of this review process was the selection of 60 libraries for inclusion in this grant request.

Survey results indicate that public libraries:

- Have sufficient broadband speeds due to past initiatives that improved connectivity (with an avg. connectivity speed of 9.17 mbps across the included 60 libraries)
- Lack requisite equipment and quantity of instructional programs to meet growing PCC user needs
- Library staff must improve instructional and technology skills to meet growing user assistance needs

With these considerations, KDLA proposes to improve capacity of participating PCCs via successful deployment of grant funds through accomplishing these key technology objectives:

- Expansion of computing infrastructure including equipment, software applications, support and warranty agreements
- Expansion of instructional programs to meet the growing patron needs around attaining education and employment
- Deployment of technology and furniture to meet requirements of disabled individuals



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### Technology Solution Selection Methodology

Driving the technology solution selection are factors of needs-fulfillment, compliance and sustainability. These factors are addressed at the local library level through surveys, information requests, and a statewide analysis process of allocation of resources associated with proposed funding.

The unique technology needs of each library PCC were assessed via surveys that allowed libraries to select the type and quantity of equipment and software from an exhaustive list of relevant options. In addition, the surveys offered libraries to specify un-listed, non-standard items that were deemed requisite to serve specialized needs of local patrons.

The list of equipment and software was analyzed to ensure compliance with public library standards defined by KDLA, as well as technology standards defined by Ky Commonwealth Office of Technology where relevant.

Finally, a key consideration of sustainability of PCC resources is incorporated into the technology solution selection process through:

- Undertaking a forward-looking assessment of technology and anticipating growing user needs, translating into selection of advanced technology resources, and not just equipment that suffices today's needs
- Selecting technology solutions that are easy to install and manage (inclination against complexity), translating into reduced demands for maintenance and support, and improved user-friendliness
- Including support and maintenance agreements as well as warranties in purchase price estimates, translating into longer life for deployed solutions and higher sustainability
- Budgeting an IT procurement support contractor to provide pre-purchase assessment and approval of all equipment and software components for compatibility, usability and sustainability in each participating PCCs environment

This selection process resulted in a consolidated list of equipment and software components with standard pricing (Figure E). This list was used to aggregate the demands of all 60 libraries into a categorized budget (Figures C,D).

### Deployment and Management of Resources

Kentucky public libraries are decentralized, operating autonomously to make local decisions on how best to meet local needs with their operating model, and capabilities while adhering to general KDLA guidelines and standards. The decentralized model will be relied upon to expand PCC capabilities while fulfilling the BTOP objectives of increasing jobs and spurring investments at a local level. To that end, while KDLA will provide central oversight of use of grant funds, progress tracking, and compliance, each PCC will locally procure, deploy and



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support the technology resources – consistent with how Kentucky public libraries operate presently. Procurement activities will follow local (county and municipal) requirements related to competition, evaluation and pricing, among other considerations. Local libraries are also able to utilize state procurement contracts as necessary

**Public Availability:**

Public libraries are prominent local institutions that are commonly regarded as one of the most open and available institutions within communities of Kentucky. Many Kentuckians of diverse backgrounds have visited public libraries to use the internet, read collection items, conduct school research, participate in summer reading programs and other comparable programs which generate a high level of comfort and familiarity. Particularly in small and rural communities where many libraries in this proposal are located, public libraries serve as ongoing learning and community centers where people go to expand their intellectual interests and access resources to accomplish key tasks, including completing applications to receive government benefits, perform research on health and wellness topics, or just read the daily newspaper.

Kentucky public libraries are open to all, without charge. The library's Public Computer Centers are freely available to the public. At some libraries, printing requires payment for costs due to the expense of this activity and to limit unnecessary printing.

For any instructional courses at the library provided by librarians or qualified partner instructors funded as part of this program, the public will be able to sign-up to attend on a first-come, first-served basis until capacity is met. These courses will be provided free of charge and consistent with current library practices. For nearly all comparable instructional opportunities offered at public libraries, there is no cost associated with taking these courses.

A library card is not required to use library materials while in Kentucky's public libraries. Possessing a library card is not required to use PCC workstations, nor for taking a class hosted at the library.

**Restrictions on Center Use:**

Public library PCCs are provided to serve the wide variety of needs found in Kentucky communities. Restrictions are few. Residents are allowed to use workstations and internet to serve individual needs. These include performing job searches, taking distance learning courses, researching financial markets and personal financial management, email communication,



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researching and applying for government assistance, and investigating health and wellness topics, among others. In addition to providing broadband access to serve a wide range of information seeking requirements, librarians assist with questions and overcome user challenges with equipment and the internet. Library PCCs have printers used to print resumes, cover letters or other reference material gained through internet sources. This grant proposes to fund the addition of 53 printers for these and other uses.

A usage time restriction at a PCC workstation is sometimes enforced at libraries due to high demand and the need to serve a greater number of individuals during normal hours of operations. Overall, libraries selected to participate have limited access points due to budgetary constraints. The grant funds requested in this proposal would alleviate this constraint with the addition of necessary equipment to increase capacity, meet demands for current usage and increase demand by making the internet more available for addressing community needs to create opportunities for education, economic growth and recovery.

**Involvement of Community College:**

Kentucky Community and Technical College System (KCTCS) is a key partner and this proposal would facilitate and expand existing relationships between public libraries and KCTCS. KCTCS is a source of qualified instructors for the Workforce Opportunity Series, a key component of this proposal. The “Kentucky Public Library Workforce Opportunity Series” will offer classes that address unemployment, workforce development, and educational attainment at the local library. To host these instructional classes in the expanded PCCs, each library is allocated \$1,800 per year for two years for providing instruction and compensating instructors.

Classes held at a public library with a KCTCS instructor are designed to improve fundamental skills necessary to take advantage of broadband connectivity such as basic computer skills, resume writing and targeted skills development. This instruction is also designed to encourage additional educational attainment. Virtual learning allows community college classes to be delivered in public libraries. Public library classes in this application are planned for 3 to 5 hour blocks of time, over one or several days.

Gallatin County Public Library and Jefferson Community College represent an example of a current partnership. Jefferson and Gallatin have received separate private grant funds for



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providing family literacy, ESL, & GED programs in library facilities. Gallatin and Jefferson also collaborate on cross-facility outreach.

**Is the applicant is seeking a waiver of the Buy American provision pursuant to section x.Q of the NOFA?**

- No

**Is the applicant delinquent on any federal debt?**

- No
- If Yes, justification for delinquency:

**Are you seeking a waiver of any requirement set forth in the NOFA that is not mandated by statute or applicable law?**

- No

## C. Partners

Are you partnering with any other key institutions, organizations, or other entities for this project?

- Yes

If YES, key partners are listed below:

Project Role: Sub-recipient  
Name: Jessee, Lee Ann  
Email: [REDACTED]  
Address 1: 307 Greensburg Street  
Address 2:  
Address 3:  
City: Columbia  
State: Kentucky  
Zip Code: 42728  
Organization: Adair County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Stovall, Shelia



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Email: sstovall@allencountylibrary.com  
Address 1: 106 West Public Square  
Address 2:  
Address 3:  
City: Scottsville  
State: Kentucky  
Zip Code: 42164  
Organization: Allen County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Mullins, Pam  
Email: pmullins@andersonpubliclibrary.org  
Address 1: 114 North Mail Street  
Address 2:  
Address 3:  
City: Lawrenceburg  
State: Kentucky  
Zip Code: 40342  
Organization: Anderson County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Vance, Brenda  
Email: brendavance@bathcountylibrary.com  
Address 1: 24 West Main Street  
Address 2:  
Address 3:  
City: Owingsville  
State: Kentucky  
Zip Code: 40360  
Organization: Bath County Memorial Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient



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Name: Adler, Mark  
Email: madler@bourbonlibrary.org  
Address 1: 701 High Street  
Address 2:  
Address 3:  
City: Paris  
State: Kentucky  
Zip Code: 40361  
Organization: Paris-Bourbon County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Benson, Karl  
Email: gdearaujo@boylepublib.org  
Address 1: 307 West Broadway  
Address 2:  
Address 3:  
City: Danville  
State: Kentucky  
Zip Code: 40422  
Organization: Boyle County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Gregory, Holly  
Email: [REDACTED]  
Address 1: 112 South Main Street  
Address 2:  
Address 3:  
City: Hardinsburg  
State: Kentucky  
Zip Code: 40143  
Organization: Breckinridge County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No



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Project Role: Sub-recipient  
Name: Matlow, Randy  
Email: randy@bcplib.org  
Address 1: 127 North Walnut Street  
Address 2:  
Address 3:  
City: Shepherdsville  
State: Kentucky  
Zip Code: 40165  
Organization: Ridgway Memorial Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Martin, Kenna  
Email: [REDACTED]  
Address 1: 116 West Ohio Street  
Address 2:  
Address 3:  
City: Morgantown  
State: Kentucky  
Zip Code: 42261  
Organization: Butler County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Boaz, Judith  
Email: jboaz@georgecoonpubliclibrary.com  
Address 1: 114 South Harrison Street  
Address 2:  
Address 3:  
City: Princeton  
State: Kentucky  
Zip Code: 42445  
Organization: George Coon Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No



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Project Role: Sub-recipient  
Name: Graves, Ben  
Email: [REDACTED]  
Address 1: 710 Main Street  
Address 2:  
Address 3:  
City: Murray  
State: Kentucky  
Zip Code: 42071  
Organization: Calloway County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Arney, Hillary  
Email: hillary@carrollcountylibrary.org  
Address 1: 136 Court Street  
Address 2:  
Address 3:  
City: Carrollton  
State: Kentucky  
Zip Code: 41008  
Organization: Carroll County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Banks, Jan  
Email: janbanks@caseylibrary.org  
Address 1: 238 Middleburg Street  
Address 2:  
Address 3:  
City: Liberty  
State: Kentucky  
Zip Code: 42539  
Organization: Casey County Public Library  
Organization Type: Other  
Small business: No



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Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Antee, Julie  
Email: [REDACTED]  
Address 1: 1101 Bethel Street  
Address 2:  
Address 3:  
City: Hopkinsville  
State: Kentucky  
Zip Code: 42240  
Organization: Hopkinsville-Christian County Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Duvall, Gayla  
Email: clintonlib@hotmail.com  
Address 1: 302 King Drive  
Address 2:  
Address 3:  
City: Albany  
State: Kentucky  
Zip Code: 42602  
Organization: Clinton County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Merrick, Regina  
Email: regina.merrick@crittendenlibrary.org  
Address 1: 204 West Carlisle  
Address 2:  
Address 3:  
City: Marion  
State: Kentucky  
Zip Code: 42064  
Organization: Crittenden County Public Library  
Organization Type: Other



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Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Alexander, Richard  
Email: [REDACTED]  
Address 1: 114 Hill Street  
Address 2:  
Address 3:  
City: Burkesville  
State: Kentucky  
Zip Code: 42717  
Organization: Cumberland County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Munsee, Jeanie  
Email: ecplib@yahoo.com  
Address 1: 280 Ferguson Street  
Address 2:  
Address 3:  
City: Brownsville  
State: Kentucky  
Zip Code: 42210  
Organization: Edmonson County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Kahmann, Glenn  
Email: estilcolib@yahoo.com  
Address 1: 246 Main Street  
Address 2:  
Address 3:  
City: Irvine  
State: Kentucky  
Zip Code: 40336  
Organization: Estill County Public Library



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Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Cooper, Beverly  
Email: [REDACTED]  
Address 1: 202 Bypass Boulevard  
Address 2:  
Address 3:  
City: Flemingsburg  
State: Kentucky  
Zip Code: 41041  
Organization: Fleming County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Allen, Elaine  
Email: fultonpl@bellsouth.net  
Address 1: 902 Moscow Avenue  
Address 2:  
Address 3:  
City: Hickman  
State: Kentucky  
Zip Code: 42050  
Organization: Fulton County Public Library - Hickman Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: French, Shirley  
Email: shirley@gallatinpl.org  
Address 1: 209 West Market Street  
Address 2:  
Address 3:  
City: Warsaw  
State: Kentucky  
Zip Code: 41095



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Organization: Gallatin County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: McWilliams, Laura  
Email: garrardcountypubliclibrary@yahoo.com  
Address 1: 101 Lexington Street  
Address 2:  
Address 3:  
City: Lancaster  
State: Kentucky  
Zip Code: 40444  
Organization: Garrard County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Nimersheim, Susan  
Email: s.nimersheim@fuse.net  
Address 1: 201 Barnes Road  
Address 2:  
Address 3:  
City: Williamstown  
State: Kentucky  
Zip Code: 41097  
Organization: Grant County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Bennett, Diane  
Email: [REDACTED]  
Address 1: 601 North 17th Street  
Address 2:  
Address 3:  
City: Mayfield  
State: Kentucky



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Zip Code: 42066  
Organization: Graves County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Griffith, Dorothy  
Email: greenuplib1@earthlink.net  
Address 1: 614 Main Street  
Address 2:  
Address 3:  
City: Greenup  
State: Kentucky  
Zip Code: 41144  
Organization: Greenup County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Snyder, Tina  
Email: director@hcplky.org  
Address 1: 240 Court Square  
Address 2:  
Address 3:  
City: Hawesville  
State: Kentucky  
Zip Code: 42348  
Organization: Hancock County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Barnes, Patricia  
Email: plbarnes@cynthianalibrary.org  
Address 1: 104 N Main Street  
Address 2:  
Address 3:  
City: Cynthiana



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State: Kentucky  
Zip Code: 41031  
Organization: Cynthiana-Harrison County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Logsdon, Vicki  
Email: hcpl@scrtc.com  
Address 1: 500 East Union Street  
Address 2:  
Address 3:  
City: Munfordville  
State: Kentucky  
Zip Code: 42765  
Organization: Hart County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Schweiss, Joe  
Email: joseph.schweiss@henrylibrary.com  
Address 1: 172 Eminence Terrace  
Address 2:  
Address 3:  
City: Eminence  
State: Kentucky  
Zip Code: 40019  
Organization: Henry County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Carter, Niki  
Email: laruelib@earthlink.net  
Address 1: 201 South Lincoln Boulevard  
Address 2:  
Address 3:



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City: Hodgenville  
State: Kentucky  
Zip Code: 42748  
Organization: LaRue County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Tidal, Angelina  
Email: letcolib@bellsouth.net  
Address 1: 220 Main Street  
Address 2:  
Address 3:  
City: Whitesburg  
State: Kentucky  
Zip Code: 42748  
Organization: Harry M. Caudill Memorial Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Conway, Marilyn  
Email: lewiscountypubliclibrary@yahoo.com  
Address 1: 52 Second Street  
Address 2:  
Address 3:  
City: Vanceburg  
State: Kentucky  
Zip Code: 41179  
Organization: Helen H. Rayburn Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Kompanik, Linda  
Email: linda@loganlibrary.org  
Address 1: 201 West Sixth Street  
Address 2:



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Address 3:  
City: Russellville  
State: Kentucky  
Zip Code: 42276  
Organization: Logan County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Engler, Romona  
Email: lyonlib@breezedata.net  
Address 1: 261 Commerce Street  
Address 2:  
Address 3:  
City: Eddyville  
State: Kentucky  
Zip Code: 42038  
Organization: Lyon County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Jude, Drema  
Email: dremajude@martincolibrary.com  
Address 1: 180 East Main Street  
Address 2:  
Address 3:  
City: Inez  
State: Kentucky  
Zip Code: 41224  
Organization: Martin County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Zempter, Valerie  
Email: masoncolibrary@bellsouth.net  
Address 1: 218 East Third Street



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Address 2:  
Address 3:  
City: Maysville  
State: Kentucky  
Zip Code: 41056  
Organization: Mason County Public Library  
Organization Type: State or State Agency  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Baelz, Rachel  
Email: [REDACTED]  
Address 1: 400 Library Place  
Address 2:  
Address 3:  
City: Brandenburg  
State: Kentucky  
Zip Code: 40108  
Organization: Meade County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Ison, Robin  
Email: rsi@mcplib.info  
Address 1: 109 West Lexington Street  
Address 2:  
Address 3:  
City: Harrodsburg  
State: Kentucky  
Zip Code: 40330  
Organization: Mercer County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Glass, Rhonda  
Email: metcolib@scrtc.com



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Address 1: 200 South Main Street  
Address 2:  
Address 3:  
City: Edmonton  
State: Kentucky  
Zip Code: 42129  
Organization: Metcalfe County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Holland, Regina  
Email: wbhmlib@windstream.net  
Address 1: 500 West Fourth Street  
Address 2:  
Address 3:  
City: Tompkinsville  
State: Kentucky  
Zip Code: 42167  
Organization: William B. Harlan Memorial Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Shanks, Sharon  
Email: [REDACTED]  
Address 1: 201 Cathedral Manor  
Address 2:  
Address 3:  
City: Bardstown  
State: Kentucky  
Zip Code: 40004  
Organization: Nelson County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Reid, Becky



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Email: becky@nicholascountylibrary.com  
Address 1: 223 N. Broadway Street  
Address 2:  
Address 3:  
City: Carlisle  
State: Kentucky  
Zip Code: 40311  
Organization: Nicholas County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Acquaviva, Melissa  
Email: macquaviva@ohiocountypubliclibrary.org  
Address 1: 413 Main Street  
Address 2:  
Address 3:  
City: Hartford  
State: Kentucky  
Zip Code: 42347  
Organization: Ohio County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Nippert, Jennifer  
Email: [REDACTED]  
Address 1: 118 North Main Street  
Address 2:  
Address 3:  
City: Owenton  
State: Kentucky  
Zip Code: 40359  
Organization: Owen County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient



**Broadband Non-Infrastructure Application  
Submission to NTIA – Public Computer Centers**

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Name: Couch, Elaine  
Email: ecouch@perrylib.org  
Address 1: 479 High Street  
Address 2:  
Address 3:  
City: Hazard  
State: Kentucky  
Zip Code: 41701  
Organization: Perry County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Allen, Louella  
Email: allen@pikelibrary.org  
Address 1: 119 College Street  
Address 2:  
Address 3:  
City: Pikeville  
State: Kentucky  
Zip Code: 41502  
Organization: Pike County Library District  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Keeney, Charlotte  
Email: charlotte.keeney@pulaskilibrary.com  
Address 1: 304 South Main Street  
Address 2:  
Address 3:  
City: Somerset  
State: Kentucky  
Zip Code: 42501  
Organization: Pulaski County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No



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Project Role: Sub-recipient  
Name: Williams, Helen  
Email: hwilliams@rowancountylibrary.org  
Address 1: 185 East First Street  
Address 2:  
Address 3:  
City: Morehead  
State: Kentucky  
Zip Code: 40351  
Organization: Rowan County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Pellerin, Norma  
Email: [REDACTED]  
Address 1: 94 North Main Street  
Address 2:  
Address 3:  
City: Jamestown  
State: Kentucky  
Zip Code: 42629  
Organization: Russell County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Phillips, Audrey  
Email: goodmeml@bellsouth.net  
Address 1: 203 South Main Street  
Address 2:  
Address 3:  
City: Franklin  
State: Kentucky  
Zip Code: 42134  
Organization: Goodnight Memorial Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No



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Project Role: Sub-recipient  
Name: Munday, Elaine  
Email: taybooks@kyol.net  
Address 1: 205 North Columbia Avenue  
Address 2:  
Address 3:  
City: Campbellsville  
State: Kentucky  
Zip Code: 42718  
Organization: Taylor County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Warden, Anise  
Email: toddcountyof@bellsouth.net  
Address 1: 302 East Main Street  
Address 2:  
Address 3:  
City: Elkton  
State: Kentucky  
Zip Code: 42220  
Organization: Todd County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Metts, Pam  
Email: johnlstreetlibrary@yahoo.com  
Address 1: 244 Main Street  
Address 2:  
Address 3:  
City: Cadiz  
State: Kentucky  
Zip Code: 42211  
Organization: John L. Street Library  
Organization Type: Other  
Small business: No



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Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: McKown, Kathy  
Email: trimble.librarydirector@insightbb.com  
Address 1: 112 Highway 42 East  
Address 2:  
Address 3:  
City: Bedford  
State: Kentucky  
Zip Code: 40006  
Organization: Trimble County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Wildey, Laura  
Email: unionlib@roadrunner.com  
Address 1: 126 South Morgan Street  
Address 2:  
Address 3:  
City: Morganfield  
State: Kentucky  
Zip Code: 42437  
Organization: Union County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Garner, Anne  
Email: waynelib@windstream.net  
Address 1: 150 South Main Street  
Address 2:  
Address 3:  
City: Monticello  
State: Kentucky  
Zip Code: 42633  
Organization: Wayne County Public Library  
Organization Type: Other



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Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Russelburg, Erin  
Email: libweb@bellsouth.net  
Address 1: 101 State Route 132 East  
Address 2:  
Address 3:  
City: Dixon  
State: Kentucky  
Zip Code: 42409  
Organization: Webster County Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Huff, Brenda  
Email: cplibrary@2geton.net  
Address 1: 305 Roy Kidd Avenue  
Address 2:  
Address 3:  
City: Corbin  
State: Kentucky  
Zip Code: 40701  
Organization: Corbin Public Library  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Sub-recipient  
Name: Haynes, Richard  
Email: [REDACTED]  
Address 1: 107 North Third Street  
Address 2:  
Address 3:  
City: Harlan  
State: Kentucky  
Zip Code: 40831  
Organization: Harlan County Public Library



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Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Other  
Name: Hicks, Jennifer  
Email: JenniferJ.Hicks@ky.gov  
Address 1: 275 East Main street 2WA  
Address 2:  
Address 3:  
City: Frankfort  
State: Kentucky  
Zip Code: 40621  
Organization: Ky. Workforce Investment Office of Employment and Training  
Organization Type: State or State Agency  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Other  
Name: Chlopan, Rick  
Email: rick.chlopan@kctcs.edu  
Address 1: 300 North Main Street  
Address 2:  
Address 3:  
City: Versailles  
State: Kentucky  
Zip Code: 40383  
Organization: Kentucky Community and Technical College System  
Organization Type: Other  
Small business: No  
Socially and economically disadvantaged small business concern: No

Project Role: Other  
Name: Stagnolia, Reecie  
Email: Reecie.Stagnolia@ky.gov  
Address 1: 1024 Capital Center Drive, Suite 250  
Address 2:  
Address 3:  
City: Frankfort  
State: Kentucky  
Zip Code: 40601



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Organization: Kentucky Adult Education  
Organization Type: State or State Agency  
Small business: No  
Socially and economically disadvantaged small business concern: No

**Description of the involvement of the partners listed above in the project.**

Several partners with long standing relationships with Kentucky public libraries are critical for achieving the program objectives. Public libraries serve local needs, and their ability to meet them is significantly advanced with involvement of three key partners that have the necessary skills, experience, and commitment to turn a PCC into a live knowledge resource and provide classroom support. These partners are: the Office of Employment and Training, Adult Education, and Kentucky Community and Technical College System (KCTCS). Public libraries offer these partners a much needed, local presence with weekend and evening hours as well as free broadband access. The partners offer the public libraries programmatic content and instructors, driving economic and educational improvements. Planned training for skills and technical courses include: basic computing, resume writing, job search and interview skills, orientation to workforce development and training, and orientation to unemployment benefits and basic healthcare information.

Each library is allocated \$1,800 in grant funds per year for two years to pay for materials and instructors from the partners referenced in this section. Existing library staff will continue to provide ad hoc and formal instruction to individuals. Each library will make decisions on how best to use these funds based on local circumstances and partner relationships, determining which classes are needed and which instructors are most effective and cost efficient to provide instruction.

Kentucky Office of Employment and Training: One-Stop Centers

One-Stop Career Centers give job seekers and employers quick and easy access to necessary services from a variety of social service providers. Key services provided include filing for unemployment insurance, jobs matching, and special assistance to veterans and other eligible individuals. One-Stop Centers in Kentucky are experiencing continual increases in use. Some have limited hours of operation. Often, citizens are directed to the local public library when the One-Stop Centers are closed or unavailable due to long computer access wait times. This proposal enables public libraries and OET to move beyond their ad hoc relationship by facilitating agreements between participating libraries and local OET One-Stop staff to:



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1)Overcome perceptions that libraries do not have the adequate PCC capacity for an instructional setting

2)Determine local best-practices where OET staff and local libraries have successfully teamed on initiatives and have active collaborative arrangements

3)Determine approaches for collaboration to support each entity's objectives through:

-Scheduling instruction to take place at library PCCs

-Hosting job fairs

-Orienting both organizations' staff members on what services can be provided to the community  
Kentucky Adult Education

Kentucky Adult Education (KAE) proposes to achieve dramatic improvements in the educational status of adult Kentuckians who lack a high school diploma, function at low levels of literacy or want to learn English. KAE focuses on GED completion, English as a Second Language, family literacy, workforce education, corrections education, and other programs. KAE has a dedicated staff with a limited budget to provide instruction. KAE goals and objectives complement this PCC proposal. Their efforts will be augmented with the public library's PCC capabilities. In addition to KAE utilizing public library PCCs to deliver their program objectives, KAE is a partner that provides public libraries with qualified and capable instructors to drive the library's courses in the "Workforce Investment Series." Kentucky Adult Education and public libraries have a history of working together, facilitating efforts locally and delivering on a statewide scale.  
Kentucky Community and Technical College System

While any individual utilizing a PCC can access distance learning courses online from KCTCS, an active partnership is highlighted for this proposal due to strong personnel and capabilities. KCTCS will support this program by providing instructors to teach the library's courses in the "Workforce Investment Series." KCTCS instructors have the right experience, capabilities, and training to provide highly effective classes and they are excellent resources for libraries to consider when choosing how to expand their instructional offerings.

**Other Partners**

Other proposed partners have been identified based on interest in public library support:

1)Kentucky Family Resource & Youth Service Centers

-The primary goal of these centers is to remove nonacademic barriers to learning as a means to enhance student academic success.

-Each center offers a unique blend of programs and services determined by the needs of the population being served, available resources, location and other local characteristics.

2)Kentucky Virtual Schools (KYVS)



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-KYVS offers a range of online, e-learning services to help schools and teachers meet their goals for high quality teaching, high student performance, and a strong and supportive environment for every child. By integrating KYVS services in their programs, districts, schools, and teachers can find new ways to provide access to an expanded curriculum for every student, advanced placement and foreign language courses, options for credit recovery, increased instructional support for at-risk students, expanded choices to meet Gifted and Talented students' needs, and Professional Development to build instructional capacity. Classes are available to students at all times online.

3)Kentucky Virtual Campus / Kentucky Virtual Library / Kentucky Learning Depot

-KYVC connects students to online classes from accredited KY schools, and databases to support online learning.

## **D. Congressional Districts**

### **Applicant Headquarters**

- Kentucky

### **Project Service States**

Kentucky

### **Project Service Areas**

Kentucky - 1

Kentucky - 2

Kentucky - 4

Kentucky - 5

Kentucky - 6



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**Will any portion of your proposed project serve federally recognized tribal entities?**

➤ No

**Indicate each federally recognized tribal entity your proposed project will serve.**

**Have you consulted with each of the federally recognized tribal entities identified above?**

➤ No

## **E. Demographics**

### **Demographics**

**Will your proposed project be specifically directed to serve vulnerable population groups?**

➤ Yes

**If "Yes" which vulnerable population groups will your proposed project serve? Check as many as apply:**

Hispanic

Black/African-American

Asian

Native American or Native Alaskan

Native Hawaiian or Pacific Islander

English as Second Language (ESL)

Disabled

Low Income

Unemployed



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Senior Citizen (55 and over)

Youth

**Other:**

**Vulnerable Populations**

As community anchor institutions, public libraries serve all members of the community and do not discriminate based on race, ethnicity, age, disability, or socio-economic status. Libraries have historically been the most open and accessible institutions in their service areas. E-Government initiatives bring services directly to individuals; however the most vulnerable do not have resources that enable access. Print materials will be available in English and Spanish and selectively used by a local library based on need in their service areas. While there are no specific multilingual training courses planned, libraries may use their budgeted \$1,800 for instruction on multilingual programs if demanded by individuals.

The disabled will be served with additional equipment; 32 libraries will acquire visual impairment hardware and software solutions and 26 libraries will purchase additional handicap access desks.

Low income groups will be served by greater access to government services. Library staff and instructors will provide information on applying for government services such as unemployment benefits. Outreach materials will be placed in social service outlets targeted toward low income groups, such as food banks and Kentucky Family Resource & Youth Centers. Additional training and educational opportunities targeted for the unemployed will undoubtedly serve low income groups.

The unemployed will be served with training and educational opportunities in collaboration with the instructional key partners in this proposal. The outreach initiative will market these new instructional opportunities and increased PCC capacity at public libraries. Libraries will be equipped to become "Workforce and Education Community Center," offering instructional opportunities for workforce and unemployment topics:

- Basic computing skills
- Basic resume writing and job search skills



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- Workforce training and available community/state/federal resources
- Unemployment services and available community/state/federal resources
- Overview of continuing education opportunities
- Preparation and training for library hosted job fairs coordinated with the state workforce institutions

Proposed software purchases to serve the unemployed include small business start-up and business planning software, resume writing software, and jobs and educational database subscriptions.

Youth are historically heavy users of public libraries, and are targeted through outreach programs like the Children's Summer Reading Program. Youth visitors to public libraries would have greater access to workstations to complete homework, perform research for school, and attend classes through Kentucky Virtual Schools distance learning.

Libraries may use their instructional budget to target and serve any vulnerable population group if demand warrants. Specific demographic information for these groups in the proposed service areas can be found in Figure J.

#### **Accessibility**

Kentucky has one of the highest disabled populations in the US at 19.5% and serving this population is an important role. Kentucky public libraries are some of the most prominent, accessible and welcoming institutions in the community from their historical roles as anchor institutions, particularly for the disabled. Libraries serve anyone in the community with access to information through books, broadband connected PCC workstations, instruction, programs, and librarian assistance, among other services.

Most public libraries in Kentucky comply with government standards for disability access to the physical facilities, and possess varying technologies to serve individuals with disabilities. For example, Casey County Public Library provides a walker and a wheelchair. A large selection of books and videos are at wheelchair height for easy access and they offer subtitled movies every week which are shown on their theatre sized screen for hearing impaired customers. Public library staff members across the State have demonstrated consistently that they do everything within their recognized constraints to make disabled customers feel welcome by assisting them in using library resources on an individual basis. For example, if using a computer, they will show them how Microsoft products on library equipment can enlarge print copy and identify locations on the Internet which will "read" aloud their print documents. If the person is unable to use the available software, the staff will run it for them.



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This proposal will fund an expansion of visual impairment workstations technologies in 32 libraries. These libraries indicated this was a priority need and propose to purchase one visual impairment solution with comparable capabilities and specifications to the following equipment currently used at public libraries: Zoomtext, TextHelp Read & Write Gold, Window-Eyes professional screen reader, Humanware Extend and Humanware MyReader.

For regular library activities, KDLA and Kentucky public libraries provides several disability services:

**Kentucky Talking Book Library**

For individuals who cannot see well enough to read standard print, or for individuals that cannot hold a book and turn pages, public libraries provide several solutions that enable use of library resources:

- 1) Audio book players that play flash cartridges with book recordings
- 2) Audio book cassette recordings
- 3) Print Braille books
- 4) Descriptive videos and DVDs – with additional narrative for those who cannot see a TV screen
- 5) Cassette and Braille magazine subscriptions
- 6) NFB Newslines – a newspaper-reading service accessed by telephone

**Large Print Book Circulation**

Enlarged print books make reading easier for persons with vision disabilities. KDLA provides collections of large type books to public libraries.

In the context of these services for people with disabilities, Kentucky public libraries PCCs will be highly accessible and welcoming.

**Other Languages**

For the outreach program in this proposal section, print items will be available in English and Spanish languages and ordered in quantities that a local library will determine best meets the needs of the service area. Following English, Spanish is the most commonly used language in Kentucky (2.2 percent of population according to 2008 American Community Survey 1-Year Estimates).

This proposal does not contain any specific multilingual training courses; however, a library is free to spend their budgeted \$1,800 per year over a two year period on multilingual instructors or relevant training if it is needed by library users. Relevant training refers to unemployment,



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workforce development, and educational attainment related skills development overviewed in detail in the rest of this proposal.

## **Outreach**

### **Public Computing Centers Outreach**

Kentucky public library PCC capacity and instructional expansion will be combined with an outreach initiative targeting historically vulnerable populations. This outreach will be characterized by marketing the name of the collection of classes and opportunities: “Kentucky Public Library Workforce Opportunity Series.” In addition, Kentucky libraries will be equipped to become “Workforce and Education Community Centers” for job seekers or individuals looking to advance their education and will market themselves to their communities.

The "Kentucky Public Library Workforce Opportunity Series" and "Workforce and Education Community Center" capabilities will be advertised in strategic locations to target historically vulnerable populations, including:

- 1) Existing public library user touchpoints, such as websites, information pamphlets, and library bulletin boards and exhibits
- 2) Posters, pamphlets, and other tools comparable to the effective children’s summer reading program
- 3) Public service announcements on radio and TV
- 4) Other public and government locations and facilities including schools
- 5) Churches and other faith-based institutions
- 6) Social service outlets:
  - a. Soup kitchens/food banks
  - b. Kentucky Family Resource and Youth Services Centers (FRYSC)
  - c. Workforce Outlets and One-Stop locations through the Office of Employment and Training

KDLA will develop and make available a series of standard marketing materials to each library participating in this funding proposal. Local libraries and their staff know the best tools, specific organizations, locations, and governmental outlets to market the resources and opportunities available. Libraries’ outreach plans will focus on the objective of bringing historically vulnerable populations into the library to utilize the PCC workstations and instructional opportunities to



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improve an individual's unemployment, workforce development, and educational attainment status.

The stylistic character of the pamphlets, information sheets, posters and materials will be similar to the public libraries' Children's Summer Reading program that has enjoyed success and popularity across the state.

**How many total users do you expect to generate through the use of BTOP funds at your public computer center(s)?**

➤ 14400

#### **Training and Education**

##### **Peripherals and equipment**

Guidelines established during the application process required approved items to be reliable, secure, user-friendly and appropriate for use in a public library environment.

Desktop and laptop computers are to be windows-based machines loaded with software applications providing anti-virus, firewall, public kiosk management and print management functionality. The machines will include basic productivity and will include Microsoft applications (Word, Excel, etc.), resume writing, small business startup and planning, and web development. The standards for connectivity and networking equipment include 24-port switches, wired and wireless routers with built-in firewall, Windows IIS Server for use as DNS and Web server, equipment rack to host servers and data storage/backup devices, and UPS devices for data protection. Peripherals are intended to enhance public users' utility of broadband connectivity for job-search and educational purposes. The list of approved peripherals includes a visual impairment hardware and software solution for disabled patrons, digital projectors for training purposes, microphones, inexpensive non-reusable headphones, multi-function copy/scan/fax printer or a standalone laser printer, and electronic equipment anti-theft locks. Furniture and furniture carts are also approved to allow for increased accessibility and usability of technology equipment.

Please see Figure E for more detail.



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#### **Workstation software**

Guidelines established during the application process required approved items to be reliable, secure, user-friendly and appropriate for use in a public library environment.

Specifically, desktop and laptop computers are to be windows-based machines loaded with software applications providing the following functionalities:

- Productivity: software such as Microsoft Office to facilitate patrons in creating resumes, cover letters, application letters, presentations, spreadsheets etc. for educational and job-search purposes
- Security: anti-virus and firewall-protection software
- Research and educational attainment: software applications providing access to library databases for research, web browsers providing access to the internet
- Job search and application submission: resume-writing software, small business startup and planning software, website development software
- Accessibility for the disabled: software for visually impaired patrons
- Data storage and backup: CD/DVD creation, data backup software
- Library resource management: public kiosk management and print management systems

The libraries will be required to secure official, licensed versions of all software packages and may choose to procure support and training supplements based on the needs of the local population as well as budget constraints. All item requests included in this proposal required libraries to maintain and sustain them for a period of five years.

Please see Figure E for more detail.

#### **Training and education programs**

This proposal expands current training and education programs taking place ad hoc in libraries by facilitating collaboration between key partners at the Kentucky Office of Employment & Training, Kentucky Adult Education, and the Kentucky Community and Technical College System. Collaboration will produce PCC programs addressing workforce and unemployment topics:

- 1) Basic computing skills
- 2) Basic resume writing and job search skills
- 3) Workforce training and available community/state/federal resources



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Submission to NTIA – Public Computer Centers**

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<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> KENTUCKY ARTS, EDUCATION & HUMANITIES CABINET
<b>Task:</b> Submit Application - Public Computer Centers	<b>Applicant Name:</b> Charlene Davis

- 4) Unemployment services and available community/state/federal resources
- 5) Overview of continuing education opportunities
- 6) Preparation and training for library-hosted job fairs coordinated with the state workforce institutions

Local libraries will determine the best classes and instructors on which to spend the grant funded \$1,800 per year for two years designated for training and education. Each library will be contributing some of their own resources toward providing this training through library staff hours, for example. This type of contribution, however, is not formally captured in the project budget due to the ad hoc manner in which these contributions are provided. Through the library selection process, commitment to ongoing course offerings was a prerequisite for participation and libraries will be contributing their own resources to providing instruction and education to users of the public library PCCs.

#### Qualifications of Librarians as Instructors

This proposal expands existing library PCCs that have provided service for years. The staff serves as the local resource for information needs, reference and interaction with current technology assets. Thus, library staff members have extensive experience with providing PCC services to the public and are highly qualified to provide service for the PCC capacity expansion proposed. Kentucky's library professionals are required by statute to be certified. Certification set standards for professionalism and support specific goals, among them:

- to improve library service
- to motivate librarians to develop their skills through continuing education
- to recognize librarians who update their knowledge and skills

The Kentucky State Board for the Certification of Librarians is the associated governing body. Members are appointed by the governor from a list submitted by the Kentucky Library Association and recommended by the State Librarian.

Libraries participating in this proposal have committed their staff, 77 librarians, to participate in training conducted by KDLA to equip them with skills for managing a PCC or instructing on the content of the courses above.

#### Qualifications of Key Partners - Instructors

These partners were included in this proposal exclusively because of their qualifications in providing instruction evidenced through current state programs and federally funded efforts. Kentucky Office of Employment and Training

Training and employment services are made available through Kentucky's One-Stop Career Centers. Services focus on the most efficient and effective ways to assist workers impacted by the current economy. One-Stop Career Center services include: career and skills assessments,



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resume writing and interview preparation workshops, adult education, job training, postsecondary education scholarships, academic certifications and licenses, registered apprenticeships, and career advancement and supportive services activities.

Trained staff at the One-Stop Career Centers assist Kentucky employers with locating qualified job applicants, screen and test job seekers to match the employers' needs, provide funding for eligible on-the-job training and customized training needs and, in some areas, provide space for job interviews and schedule interviews via video conferencing.

Services are also available to employers anticipating layoffs or closure. The Dislocated Worker Rapid Response teams provide information to the employees during layoffs about retraining, job opportunities, filing for unemployment insurance benefits, and other local, state and federal services.

#### Kentucky Adult Education

Kentucky Adult Education (KAE) sets out to achieve improvements in the educational status of adult Kentuckians who lack a high school diploma, function at low levels of literacy or desires to learn English. KAE funds adult education centers in all 120 counties to improve an individual's ability to read, write and speak in English and function effectively in the workplace, family and society. Services are provided locally by school systems, community and technical colleges, community-based organizations, educational cooperatives, universities and local government. Specific services include Adult Education, ESL, Family literacy, workforce education, corrections education, Kentucky Virtual Adult Education, and transitions to postsecondary education.

#### Kentucky Community and Technical College System

Kentucky Community and Technical College System comprises 16 colleges with 65 campuses. Programs offered include associate degrees, pre-baccalaureate education to transfer to a public 4-year institution; adult education, continuing and developmental education; customized training for business and industry; and distance learning. Instructors typically have over two years of teaching experience in their related field of study and education.

#### Needs in the Community/Lessons Learned

This proposal expands what is currently taking place in libraries, but can be improved and formalized with this grant. This proposal leverages best practices of successful partnerships between local workforce offices and public libraries, bringing these ideas to all 60 libraries in this proposal. As an expansion of what is currently successfully being provided, this proposal responds directly to community needs, leveraging experience with offering of basic skills development opportunities outlined above.



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**If you are providing educational or training programs, how many people in total will these programs reach on an annual basis?**

➤ 7200

**How many hours of training will be provided to each participant?**

➤ 3

**How many Full Time Employee (FTE) instructors or facilitators will you employ for these courses?**

➤ 0

## **F. Project Budget**

<b>Project Budget</b>	
<b>Federal Grant Request</b>	\$1,349,826
<b>Total Match Amount</b>	\$430,558
<b>Total Budget</b>	\$1,780,384
<b>Match Percent</b>	24.2%

**Projects Outside Recommended Funding Range:**

➤

**Sustainability:**

**Five Year Sustainability Condition**

Sustaining requested equipment and software for five years was a critical component of and a stated requirement in the needs assessment survey distributed to Kentucky public libraries. As part of the selection process for determining which libraries are included in this proposal, only libraries that provided self-assessed assurance for sustainability have been selected. Libraries that could not prove sustainability were eliminated. The period of approximately five years is a standard to which public libraries are accustomed.



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#### Measured Expansion and Increased Training

Including replacements of some existing equipment, deployment of new desktop computers will increase the desktop computer inventory across the participating PCCs by 7%. Similarly, deployment of new laptop computers will increase the laptop inventory at participating PCCs by 63% after accounting for replacements. The increase in software licenses and computer peripherals is also measured and manageable based on an assessment of libraries' survey responses stating their ability to accommodate the new equipment while maintaining existing service levels. Additionally, budgeted technical training for local library personnel will enhance the ability to sustain the equipment and software for the five year requirement condition.

#### Recession Based Temporary Demand Increase

Climbing unemployment, and falling wages have motivated higher PCC utilization and demand for employment or education-related instruction as well as free public library PCC broadband access time based on survey responses and anecdotes. This proposal funds an increase in capacity to address these heightened demand levels for two years. Beyond this time period, instructional demand is likely to return to normal levels that libraries currently provide, in parallel with an improvement in the economy. If heavy demand for instruction persists beyond two years, this will provide a reasonable rationale for generating additional tax revenue to sustain a program that is heavily utilized by the public.

#### E-Rate Capability Improvement

Separate but related to this BTOP proposal, the Gates Foundation is providing grant funds that support training, workshops, instruction, and project oversight for libraries that choose to apply for E-Rate. Successful applications have been shown to reduce recurring eligible telecom expenses by approximately 75%, freeing up operating funds that can be used to maintain PCC equipment/software or fund personnel costs for instruction associated with this proposal. For many libraries that currently merit successful applications for broadband (or voice) E-rate savings, many did not successfully apply for the other recurring costs. This training and oversight will empower the public libraries to continue to successfully apply for E-rate beyond the two year grant period. 47 of 60 libraries funded in the BTOP proposal will apply for E-Rate savings with this support.

Matching Funds	
<b>Applicant is providing matching funds of at least</b>	Yes



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<b>20% towards the total eligible project costs?</b>	
<b>Describe the matching contributions</b>	<p>Cash-based Matching Contributions \$240,000 The Bill &amp; Melinda Gates Foundation is providing a \$240,000 grant in support of the proposed PCC capacity and instructional opportunity expansion at public libraries in Kentucky. This private grant will be awarded in two installments based on the scheduled spend of the project.</p> <p>In-Kind Matching Contributions \$168,000 Preparation of this proposal within the turnaround time period, meeting the rigor and technical quality required would not be possible based on KDLA's current limited reduced staffing levels. To alleviate this problem and submit a quality application, the Bill &amp; Melinda Gates Foundation have provided funding for proposal development assistance in submitting this application (see Figure H).</p> <p>\$22,558 This proposal required involvement of 117 library systems, 11 library consultants, and many hours of KDLA leadership and library directors' time to prepare a thorough response. In addition, KDLA leadership will oversee the Library Staff Training component of this program.</p> <p>Total Eligible Matching Contribution: \$430,558 and 24.2% of overall two year budget (\$1,780,384)</p> <p>----</p> <p>\$150,000 – Separate Private Grant Funds for Related Initiative The Bill &amp; Melinda Gates Foundation is providing a separate grant that is related and relevant to this BTOP proposal. The grant referenced here is not being considered an in-kind contribution with guidance from the Bill &amp; Melinda Gates Foundation, although it is related to the BTOP proposal. The purpose of this separate private grant is to provide training, workshops, instruction, and project oversight for all Kentucky Public Libraries that self-select to apply for E-Rate funding. For Kentucky public libraries, successful applications</p>



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	<p>have been shown to reduce recurring eligible telecom expenses approximately 75 percent, that free up operating expenses which will be used to maintain PCC equipment/software or fund personnel costs for instruction associated with the BTOP proposal. For many Kentucky public libraries that currently merit successful applications for broadband (or voice) E-Rate savings, many have not applied for the other recurring cost items. The training provided from the Gates Foundation grant will offer the Kentucky public libraries the knowledge, training and tools to continue to successfully apply for E-Rate beyond the two year grant period. As part of preparing this proposal, 47 of 60 Kentucky BTOP included libraries indicated they will use this support in order to successfully apply for E-Rate savings. The mention of this separate grant will provide greater financial assurances about the capacity of the libraries in the KDLA BTOP proposal to sustain the equipment and instruction proposed to be purchased with BTOP funds.</p> <p>Figure G contains an overview of these contributions.</p>
<b>Unjust enrichment</b>	<p>In the current LSTA (Library Services and Technology Act) 2009-2010 grant year, six libraries which are participating in this PCC grant have received funds for related projects. Jessamine County Public library has received funds (\$13,330) to provide training for job readiness including resume writing, searching for and applying for jobs online. Mason County Public Library received funds (\$5,500) to train adults on using the Internet to contact employers and for pursuing educational opportunities. Fulton County Public Library received funds (\$3,225) to purchase 2 public access computers. Owen County Public Library received funds (\$7,996) to replace 4 public access computers. Trimble County Public Library received funding (\$1,034) to replace one public access computer. Grant County Public Library received funds (\$3,022) for public access computer equipment and software to serve disabled customers.</p> <p>All LSTA projects were underway before these libraries applied to participate in this PCC grant opportunity. Subsequently, the</p>



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	<p>hardware/software was already resident and reported as such. The LSTA funding supporting training will be exhausted by September 30, 2010. The training associated with this PCC grant would begin after the LSTA funds were expended or could run concurrently based on local need.</p> <p>Under the Public Library/Workforce Information Grant program which is funded through the Governor's Statewide Reserve Funding of American Recovery and Reinvestment Act and in partnership with the Office of Employment and Training, three libraries which are participating in this PCC grant have been awarded funds for related projects. Trimble County Public Library was awarded funds (\$14,000) to purchase 9 laptops and to teach classes on job seeking skills. Pulaski County Public Library was awarded funds (\$8,520) to partner with their local Adult Education office to offer classes in basic and intermediary computer skills, job interview, and job hunting skills and resume writing. Jessamine County Public Library was awarded funds (\$9, 243) to augment their mobile computer lab with 6 additional laptops and to offer introductory computer classes. All of these projects had been awarded before these libraries applied to participate in this PCC grant opportunity. Subsequently, the hardware/software although not in place was taken into consideration during this BTOP proposal process. The training funds will be available through June 30, 2011 and likely overlap.</p> <p>These funds referenced do not improve PCC capacity and instructional opportunities sufficiently to address the high and growing demand in Kentucky. Library PCC equipment needs greatly exceeded what is even requested in this BTOP proposal.</p>
<b>Disclosure of federal and/or state funding sources</b>	KDLA receives federal funds through the Library Services and Technology Act (LSTA) through the Institute of Museum and Library Services. Each state library agency receives funds based on the population of the state. KDLA uses a part of this funding for statewide projects such as support of the Kentucky Virtual Library databases



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that are available to every citizen, support of resource sharing, children, teen and adult programming, continuing education of public library staff members. The remaining funds are distributed through a competitive grant program, mostly to public libraries. These subgrantees receive funding primarily for technology and programming. These funds collectively are for every Kentucky library, not only the 60 included in this BTOP proposal and for use on related and unrelated items to BTOP.

Total LSTA Funds for FY2010: \$2,915,325

State Aid to public libraries is administered by KDLA. It is distributed via a population based formula. These funds are distributed directly to library districts which provide service on a countywide basis. These funds collectively are for every Kentucky library, not only the 60 included in this BTOP proposal and for use on related and unrelated items to BTOP.

Total State Aid for FY 2010: \$3,185,000

Universal Service Funds known as E-rate provides discounts and reimbursements related to telecommunications, Internet access, internal connections and basic maintenance. Twenty-three of the sixty included libraries applied for E-rate funding in FY 2009. The discount is related to poverty with the average discount rate 76.58%.

The amount of discount received through this program by these libraries was \$171,799.

The State Library Services and Field Services Divisions which provide direct support to public libraries are funded with a combination of state general fund and federal dollars. These Divisions provide public libraries with materials for use with their customers, reference support, a practical professional collection, training, consultations and on site



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	<p>visits. These funds collectively are for every Kentucky library, not only the 60 included in this BTOP proposal and for use on related and unrelated items to BTOP.</p> <p>The State Library Services and Field Services Divisions budgets for FY2010 including State Aid: \$10,254,918</p>
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Budget Narrative	
<b>Budget narrative</b>	<p>The budget outlined in Figures B-D, accommodates the challenges of aggregating need-based demand for PCC items for Kentucky's decentralized public library system and for libraries with varying technical maturity. This proposal aims to procure equipment and software to expand Kentucky PCCs as quickly as possible with appropriate oversight. While equipment and software are purchased early in the program timeframe, the budget is expended over a longer, two year period to provide sustained instructional courses and grant oversight and compliance.</p> <p><b>Compliance Function</b> – A part-time KDLA employee will be hired to facilitate compliance with participating libraries for grant reporting and oversight consistent with ARRA requirements. This role would be overseen by current KDLA staff that executes comparable functions. This cost is incurred over the two year grant period.</p> <p><b>Equipment Procurement Support</b> – Provides approval for equipment/software purchases based on appropriateness and compatibility with existing infrastructure in advance of procurement. Following approval, a library would proceed with procurement and installation. Equipment Procurement Support costs would be completed by month three.</p> <p><b>Distributed Library Staff Training</b> – Provides library staff with training to teach courses and PCC management skills, as needed by local librarians and library administrators. Training expands current continuing education opportunities for librarians and is specifically focused on the "Kentucky Public Library Workforce Opportunity Series." These training courses target one-time skills improvement for librarians to achieve a self-sustaining level of ability to continue to</p>



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	<p>provide formal and informal instruction on the relevant topics. This training is to be completed within three months of program onset.</p> <p>Outreach Materials – Provides marketing and promotional tools such as posters, pamphlets, information sheets, and other related items. One-time costs are associated with the development and reproduction of marketing materials, like posters, that can be reused in the future and reproduced in quantities as needed by the participating libraries.</p> <p>Locally Procured Hardware/Software – Provides the PCC equipment and software to expand and improve Public Computer Centers. Procurement will proceed as fast as reasonably possible following approval, with items purchased locally enabling libraries to accurately specify to their existing infrastructure. This will also stimulate the local economy. Purchasing will be substantially complete within three to four months of program onset.</p> <p>Instruction for the Workforce Opportunity Series – Each library is allocated \$1,800 per year over a two year period to pay for the cost of added instructors from the partners in this proposal, or from current library staff, that will teach library PCC users.</p>
<b>Budget reasonableness</b>	<p>The reasonableness of cost items in the budget was validated by an experienced professional services firm based on their technical experience and expertise as well as past extensive experience of KDLA and its partners in delivering state and federal grants. The specific data points referenced to validate reasonableness of number of units as well as price per unit for all cost items are listed below.</p> <p>Compliance function:</p> <ul style="list-style-type: none"> <li>• KDLA's experience with previous grant compliance: 0.5 FTE for six months for grant compliance, reporting, and tracking functions</li> <li>• KDLA's loaded labor rate (including hourly rate plus fringe benefits) for an audit staff person</li> </ul> <p>Procurement support function:</p> <ul style="list-style-type: none"> <li>• Two contractors to run parallel work streams for timely assessment and validation of technology resource specifications for</li> </ul>



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	<p>compatibility in the participating libraries' environments</p> <ul style="list-style-type: none"><li>• Total 120 days based on validation effort of one day per library and one day of travel between each library, with a total of 60 libraries</li><li>• Estimate from an IT professional services staffing firm for \$100/hour considering requirement of trained, experienced and certified IT professionals with advanced qualifications (e.g., A+, MCSE, CCNA certifications)</li></ul> <p>Distributive training:</p> <ul style="list-style-type: none"><li>• Total of 77 library staff personnel to be trained across participating PCCs</li><li>• Continuing education provided by KDLA at the rate of \$100 per librarian, including cost of supplies</li></ul> <p>Outreach materials:</p> <ul style="list-style-type: none"><li>• Past experience with Children's Summer Reading Program and expectation for comparable outreach</li></ul> <p>Locally Procured Hardware/Software:</p> <ul style="list-style-type: none"><li>• PCC needs communicated by each library in survey responses</li><li>• PCC Capacity data: library size, population served, utilization statistics</li><li>• Selection of technology solutions that are advanced but relatively simple to install and manage</li><li>• Application of business rules to ensure quantity allocated per PCC is in line with budget guidelines</li><li>• Reference price points from recent grant application budgets</li><li>• Online price estimates from preferred vendors and competitors</li><li>• Contract prices with existing providers</li></ul> <p>Device installation:</p> <ul style="list-style-type: none"><li>• Support requested by the libraries in survey responses</li><li>• Classification of the following devices as ones needing installation service: Desktops, laptops, laser printers, multifunction</li></ul>
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	<p>copy/scan/fax machine, hardware and software for disabled, servers, routers, switches, wireless routers, repeaters/amplifiers, physical firewall, and equipment rack</p> <ul style="list-style-type: none"> <li>• Installation and setup cost of \$85 per device based on online cost estimates from Dell and Zip Express Installation services firm including installation of equipment, standard software and networking of the equipment to intranet/internet</li> </ul> <p>Educational instruction (librarian-led courses):</p> <ul style="list-style-type: none"> <li>• Two courses per month based on budget constraints</li> <li>• KDLA personnel costs: \$75 per course for 3-hour courses @ \$25/hour</li> </ul> <p>Please reference Figure E for a table summary of this information.</p>
<b>Demonstration of need</b>	<p>The current economic situation has created a “perfect storm” that has negatively impacted resources for Kentucky’s public libraries in the short term.</p> <ol style="list-style-type: none"> <li>1. State funding for public libraries has been reduced by 20% over the last 2 years. KDLA has endured a relentless succession of staff reductions from 213 FTEs down to 104 in 2010 while responsibilities have increased.</li> <li>2. Many of the public libraries have been unable to obtain increases to make up for lost state funds due to local political and economic pressure. Some have limited local tax receipts in light of local circumstances. Kentucky public libraries rank in the lower half of the 50 states when funding is compared to libraries in other states. The 60 libraries participating in this project are funded at an average of 6% per capita below the US average.</li> <li>3. Substantially increased usage is seen at almost all libraries as people turn to the library for computer and internet service along with programming and other resources offered by the library to deal with the economic crisis. This increased usage requires additional staff and other resources so library budgets are stretched.</li> <li>4. Many of those seeking service are the most vulnerable – the</li> </ol>



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	<p>less educated, poorer, and disabled – who are not typical library users so they require additional assistance by library staff members.</p> <p>5. Funding for capital purchases along with sufficient staff and programming to meet needs of unemployed and underemployed users is not feasible under these conditions.</p> <p>This Public Computer Center project would not occur unless funded through federal grant assistance, and the community needs this project addresses would not be met.</p> <p>Kentucky’s current statewide connectivity levels are sufficient, yet survey data from American Library Association studies indicates that public libraries cannot meet continually increasing patrons needs due to lack of local funding to purchase and refresh equipment and design and deliver educational programs. Given joblessness levels and Kentucky’s level of economic distress, the population requires additional opportunities to develop skills for successful retraining and employment. Despite the infusion of funding from the American Recovery and Reinvestment Act targeting employment and labor programs like the One Stops, Kentuckians will benefit from investment in their local communities at their public libraries that enable them to find resources, gain skills and access sustainable knowledge building capabilities.</p> <p>Please see Figure I for a graphic display of the challenging Kentucky financial circumstances.</p>
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**Funds to States/Territories**

States	Amount of Federal Grant Request
Kentucky	1,349,826



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**Funds to States/Territories Total:** \$1,349,826

## G. Historical Financials

<b>Matching Funds</b>			
	<b>2007</b>	<b>2008</b>	<b>2009</b>
<b>Revenue</b>	18,946,900	19,395,800	17,765,789
<b>Expenditures</b>	18,440,114	19,259,428	16,484,089
<b>Net Assets</b>	0	0	0
<b>Change in Net Assets from Prior Year</b>	0	0	0
<b>Bond Rating (if applicable)</b>			

## H. Public Computer Center Summary

<b>Jobs</b>	
<b>How many direct jobs-years will be created from this project?</b>	1
<b>How many indirect jobs will be created from this project?</b>	12
<b>How many jobs will be induced from this project?</b>	7

### Methodology used to estimate jobs:

The methodology to estimate job creation numbers resulting from this project utilizes the approach outlined in the ARRA guidance by the President's Council of Economic Advisors. The guiding rules for job creation numbers estimation include: \$92,000 of government spending creates 1 job-year, 64% of the job-years represent direct and indirect effects, and 36% of the job-years are induced effects.

The project-specific job creation estimates are calculated as follows:

Step 1: Calculate the total job-years created by this project: Dividing total project spending budget of \$1,780,383.83 by \$92,000 equates to a total of 19.35 job-years.



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Step 2: Segment the total job-years into direct and indirect vs. induced: Multiplying 19.35 total job-years by 64% equates to 12.39 direct and indirect job-years. The remaining 6.97 (19.35 – 12.37) are induced job-years.

Step 3: Segment direct and indirect job-years- Direct jobs created by this project include the grant compliance FTE budgeted for in this proposal. Job-years for this FTE are determined by averaging utilization over a one year period and then adding year-1 and year-2 together (two year grant funding period). Year one average FTE utilization is 37.5%, followed by 25% in year two. Added together is 0.625 direct job-years (0.375+0.25=0.625). Direct job-years of 0.625 (for Grant compliance FTE) subtracted from the total 12.39 job-years equates to 11.76 indirect job-years.

Please reference Figure K for more detail.

<b>Proposed # of Public Computer Centers</b>	
<b>Schools (k-12)</b>	0
<b>Libraries</b>	60
<b>Medical and Healthcare Providers</b>	0
<b>Public Safety Entities</b>	0
<b>Community Colleges</b>	0
<b>Public Housing</b>	0
<b>Other Institutions of Higher Education</b>	0
<b>Other Community Support Organization</b>	0
<b>Other Government Facilities</b>	0

**Total Proposed Public  
Computer Centers**           60

**Current Total Persons  
in Service Area**           1301311



**Broadband Non-Infrastructure Application  
Submission to NTIA – Public Computer Centers**

<b>Submitted Date:</b> 3/13/2010 8:21:34 PM	<b>Easygrants ID:</b> 6294
<b>Funding Opportunity:</b> Public Computer Centers	<b>Applicant Organization:</b> KENTUCKY ARTS, EDUCATION & HUMANITIES CABINET
<b>Task:</b> Submit Application - Public Computer Centers	<b>Applicant Name:</b> Charlene Davis

Minority Serving Institutions	
Historically Black Colleges and Universities	0
Tribal Colleges and Universities	0
Alaska Native Serving Institutions	0
Hispanic Serving Institutions	0
Native Hawaiian Serving Institutions	0
<b>TOTAL MINORITY SERVING INSTITUTIONS</b>	0

Weekly Usage Summary	
<b>Total Current # of Persons Served per 120-hour Business Week</b>	14487
<b>Total Proposed # of Persons Served per 120-hour Business Week</b>	16235
<b>Total Current # of Persons Served per 48-hour Weekend</b>	5795
<b>Total Proposed # of Persons Served per 48-hour Weekend</b>	6494

Broadband Workstation Summary	
<b>Number of Current Workstations proposed to be</b>	0



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<b>upgraded</b>	
<b>Total Current # of Broadband Workstations</b>	1149
<b>Total Proposed # of Broadband Workstations</b>	1381
<b>Average Current Facility Broadband Connection Speed</b>	9.20 Mbps
<b>Average Proposed Facility Broadband Connection Speed</b>	9.20 Mbps

## I. Project Readiness

### Licenses and Regulatory Approvals

No licenses and regulatory approvals are required for this proposal.

### Organizational Readiness

The Kentucky Department for Libraries & Archives (KDLA) has a proven track record for managing large statewide technology related projects. For over a decade, KDLA has provided leadership by administering major projects that enabled and improved access to the internet through public libraries.

In 1997 KDLA lead the deployment of EMPOWER Kentucky Internet Access in Public Libraries to support access to e-government. EMPOWER Foundation funds (\$838,000) bought 194 workstations which included PCs, software, and printers and paid access costs to 185 public library buildings. Through a partnership between KDLA, the Commonwealth Office of Technology, the Kentucky Community and Technical College System (KCTCS) and Lyrasis, 874 library staff members were trained in basic computer literacy, basic Internet, advanced Internet for librarians and administrative aspects of providing Internet resources to the public.

The momentum continued with KDLA being one of the first state library agencies to partner with the then Gates Library Foundation in their initial deployment of public access computing in 1998 through 2000. This first Gates Grant (\$1,115,000 for equipment only) placed 637 computers in 187 public library buildings. In addition, funds purchased servers, switches,



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routers, network wiring, and installation. The Foundation provided technical support and training for library staff. In 2006-2007, these initial computers were replaced by another Gates Foundation Grant administered by KDLA, the Gates Public Access Computer Hardware Upgrade Grant (\$955,582), which provided funding for the replacement of the remaining original public computers and for additional computers. These funds were used to purchase 887 workstations.

Through the Gates Foundation Training Grant (\$117,150) in 2001-2003, the Staying Connected Grant (\$174,357) in 2005 -2007, and the Rural Library Sustainability Grant (\$38,250) in 2007, all administered by KDLA, 2,894 library staff members representing every public library system in the state attended 228 training sessions which were delivered face to face, instructor led online, self paced online, and live online. These training sessions included Microsoft Office, website design, technology planning and management, Internet resources for use by the staff and by the customers, and classes on how to teach customers in formal and informal settings.

Library staff training was successful, as the number of customers who have been trained in formal settings in the use of electronic resources by library staff members increased by 386% between 2001 and 2007.

KDLA also administers federal Library Services and Technology Act funds in support of statewide library programs which provide support and training to public library staff members and in the award of sub-grants to public libraries in the areas of technology (equipment, innovation, assistive) and children's and adult programming.

#### **Project Timeline and Challenges**

Please reference Figure B for a detailed timeline of project activities.

##### **Compliance Function:**

- Key milestone: Equipment procurement oversight (Q1-Q2)
  - oDue to the significant activity of equipment procurement for all libraries within the first two quarters, FTE resources for this function are 50 percent.
- Key milestone: Instructional delivery oversight (Q3-Q8)
  - oInstructional spend is the only grant fund use beyond Q2 (16.5% of overall budget), requiring 25% FTE for facilitating the necessary compliance reporting.

##### **Equipment Procurement Support:**



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- Key milestone: Validation of all 60 library procurement plans (Q1)
  - oTwo IT professionals will rapidly execute procurement and validation of equipment/software specifications each library is proposing to purchase for appropriateness and compatibility with existing infrastructure. KDLA would immediately start the process of hiring these professionals at project outset through an RFP based on requirements, consistent with KDLA procurement policies. Validation of library purchases will complete in Q1.
- Distributed Librarian Staff Training:
  - Key milestone: Gather training needs (Q1)
  - Key milestone: Providing training (Q1)
    - oTraining courses for librarian staff target one-time skills improvement on providing instruction and PCC management. Training for 77 librarian staff to be completed by the end of Q1.
- Outreach Materials:
  - Key milestone: Outreach materials design (Q1)
  - Key milestone: Gather needs, distribute to public libraries (Q1)
    - oProvides marketing and promotion materials like posters, pamphlets, information sheets, and other related items. One-time costs include items like posters, which can be reused in the future. Development, procurement, and distribution to libraries to begin community outreach will be completed in Q1.
- Instruction for the Workforce Opportunity Series:
  - Key milestone: Finalizing instructional relationships with key partners (Q1)
  - Key milestone: Executing instruction opportunities (Q1-Q8)
    - oEach library is allocated \$1,800 per year for instruction immediately available in Q1 to public libraries to begin instruction that will continue through the two year grant period. Key Q1 accomplishments include facilitating meetings between key partner staffs and public libraries to determine a working relationship for providing instruction. KDLA oversight will mitigate risk that fruitful partnerships will not initiate.
- Procurement of Hardware/Software
  - Key milestone: Equipment Procurement Support validation of proposed purchases (Q1)
  - Key milestone: Procurement/installation of equipment (Q1-Q2)
    - oEquipment is procured as fast as reasonably possible following approval during to ensure compatibility and longevity of specifications. Purchasing and installation will be substantially complete on or before the end of Q2.
- Risks will be proactively managed by KDLA and through the Procurement Support activity.



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**SPIN Number**

## **J. Environmental Questionnaire**

**Does this PCC application have construction or ground disturbing activities?**

No

If no, please answer the questions below. If yes, please do not answer the questions below and instead proceed to the next page to answer the expanded environmental questionnaire.

**Does the proposed action involve the procurement of materials? If so, will the materials be installed, stored or operated in an existing building or structure? If yes, please click "Add" to include the list of equipment and peripherals to be procured.**

Yes

Please reference Figure E that overviews standard equipment that will be purchased through this proposal. All procured equipment will be comparable to that which is specified in the chart.

**Does the proposed action involve procurement of electronic equipment? If yes, will the equipment be disposed of in an environmentally sound manner at the end of its useful life?**

Yes

**Does the proposed action involve construction, remodeling, or renovation? If so, will these activities be limited to only minor interior renovations to a structure, facility, or installation? If yes, click "Add" to include a description of the proposed renovations with your project summary.**

No

**Does the proposed action involve the production and/or distribution of informational materials, brochures, or newsletter?**

Yes



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**Does the proposed action involve training, teaching, or meeting facilitation at an existing facility or structure? If yes, click "Add" to explain.**

Yes

All proposed library PCCs where general access and instruction will take place are within existing facilities and structures.

**Does the proposed action involve ground or surface disturbance to accommodate new fiber optic cable? If yes, please click "Add" to include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required.**

No

**Does the proposed action involve an upgrade of broadband service to an existing facility or structure? If yes, please include a description of the extent of service upgrade, a list of the permits required, and linear footage of underground fiber optic cabling required?**

No

## **K. Environmental Questionnaire – Part 2**

### **Project Description**

#### **Property Changes**

#### **Buildings**



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**Wetlands**

**Critical Habitats**

**Floodplain**

**Protected Land**

**Coastal Area**

**Brownfield**



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## Uploads

The following pages contain the following uploads provided by the applicant:

Upload Name	File Name	Uploaded By	Uploaded Date
Management Team Resumes and Organization Chart	KDLA - Management Team and Organization Chart.PDF	Davis, Charlene	03/13/2010
Government and Key Partnerships	KDLA - Government and Key Partnerships.PDF	Davis, Charlene	03/13/2010
Historical Financial Statements	KDLA - Historical Financial Statements.PDF	Davis, Charlene	03/13/2010
Public Center Detail	KDLA - Public Center Detail.xls	Davis, Charlene	03/13/2010
Detailed Budget	KDLA - Detailed Budget.xls	Davis, Charlene	03/13/2010
BTOP Certifications	KDLA - BTOP Certifications.PDF	Davis, Charlene	03/13/2010
SF424 Budget (A or C)	KDLA - SF424 Budget (A or C).PDF	Davis, Charlene	03/13/2010
SF424 B and D Assurances	KDLA - SF424 B and D Assurances.PDF	Davis, Charlene	03/13/2010



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Supplemental Information	Figure A - Table of Content for Supplemental Uploads.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure B - Summary of Expenses.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure C - Category Budget Summary.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure D - Procurement Item Detail Summary.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure E - Common Components and Standard Pricing.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure F - Procurement Support Detail.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure G - Matching Contribution Detail.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure H - Gates Foundation Proposal Development Cost.PDF	Davis, Charlene	03/13/2010
Supplemental Information	Figure I - Demonstration of Need.PDF	Davis, Charlene	03/13/2010



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Supplemental Information	Figure J - Vulnerable Population Presence.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure K - Job-Years Calculation Chart.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure L - Other Calculation Methodologies.pdf	Davis, Charlene	03/13/2010
Supplemental Information	Figure M - Proposal Citations.pdf	Davis, Charlene	03/13/2010