

**APPLICATION COVER SHEET  
ENHANCING EDUCATION THROUGH TECHNOLOGY ROUND IV PART 2**

<b>PROJECT INFORMATION</b>	
Starting Date: April 1, 2008	<b>AMOUNT REQUESTED:</b> \$ 146,700 [dollars value only]
Ending Date: <b>December 30, 2009</b>	<b>Funding Source:</b> NCLB Title II D
	Up to: \$5,000 (minimum) - \$150,000 (maximum) per award

<b>APPLICANT INFORMATION</b>	
School District /Organization or Agency: Region 1-ESV	ISD#: 869 State and Federal Tax ID and Vendor # (required upon request when being considered for award)
Address: PO Box 1178 Moorhead, MN 56561-1178	Telephone: 218-284-3101 Fax: 218-236-2368 Email: bob@region1.k12.mn.us

<b>LEGAL BINDING</b>	
<b>IDENTIFIED OFFICIAL WITH AUTHORITY</b> Name and Title: Bob Wheeler Executive Director	PERSON WITH LEGAL AUTHORITY TO SIGN LEGAL DOCUMENTS ON BEHALF OF THE DISTRICT/ORGANIZATION/AGENCY
_____ Date March 3, 2008	BY SIGNING, YOU ARE GRANTING <b>APPROVAL TO SUBMIT</b> YOU MUST ALSO SIGN THE <b>AGREEMENT TO COMPLY FORM</b>
<b>MAIN</b> PERSON WITH LEGAL AUTHORITY TO SIGN LEGAL DOCUMENTS ON BEHALF OF THE SCHOOL DISTRICT/ORGANIZATION/AGENCY	IF 2 <sup>ND</sup> SIGNER IS REQUIRED BY YOUR ORGANIZATION/AGENCY
_____ Date _____	
PERSON WITH LEGAL AUTHORITY TO SIGN LEGAL DOCUMENTS ON BEHALF OF THE ORGANIZATION/AGENCY	

<b>CONTACTS</b>	
<b>NAME &amp; TITLE OF PROGRAM CONTACT REPRESENTATIVE:</b> Bob Wheeler, Executive Director	Telephone: 218-284-3101
Address: PO Box 1178 Moorhead, MN 56561-1178	Fax: 218-236-2368 Email: bob@region1.k12.mn.us
<b>SCHOOL DISTRICT OR AGENCY ACCOUNTANT:</b> - Address:	Telephone: Fax: Email:

## PROJECT SUMMARY AND CERTIFICATIONS

(Points Possible: 5 combined with Application Cover Sheet)

Project Category Complete this form electronically by filling in the form fields. The individual(s) listed below must sign.

Select the category that best describes the focus of the project.

X Technology Integration Distance Learning/Online Learning

X Professional development Information & Technology Literacy

List all other eligible school districts, charter schools and nonpublic schools who are active participants in this project:

Summary of Project: Please concisely summarize the project for which grant funds are being requested.

The North Star Library Consortium (NSLC) is a project of Northern Lights Library Network and Region 1-ESV utilizing *Destiny* software by Follett at 86 school sites. These sites include schools not making AYP and/or have a high percentage of students living in poverty. Ongoing evaluation and program monitoring identified the need to upgrade the *Destiny* software to the new Consortium Model. This will allow greater district-level management of library systems and more efficient use of district information. Funds are requested for: 1) Consortium Model software; 2) Professional development/training to help assure maximum knowledge and use of library management system; 3) Training to help districts integrate Information Technology into curricula; and 4) Add up to 30-50 new sites to the enhanced Consortium.

### CERTIFICATIONS:

#### NONPUBLIC PARTICIPATION

The school district(s) represented in this consortium have nonpublic schools operating within their boundaries.

X Yes No

If yes, nonpublic schools within the school district(s) involved in this project were provided timely and meaningful consultation regarding the development of this application and were offered equitable participation in the project. Documentation of nonpublic consultation and any refusal of participation is on file and can be provided upon request.

All school districts and/or charter schools participating in this grant opportunity have a technology plan on file with the Minnesota Department of Education for the 2008-2011 technology planning cycle

All school districts and/or charter schools participating in this grant opportunity are in compliance with the Children's Internet Protection Act (CIPA).

---

Signature of Lead School District Superintendent or Director of Organization

# APPLICATION NARRATIVE/WORK PLAN

## ENHANCING EDUCATION THROUGH TECHNOLOGY ROUND IV PART 2

### Grant Award Opportunity

Please refer to the APPLICATION INSTRUCTIONS for assistance in completing this section of the application. Complete this form electronically by filling in the form fields. Sections will expand when using this form electronically.

#### I. STATEMENT OF NEED AND NEEDS ASSESSMENT

Possible

Points  
30

The North Star Library Consortium (NSLC) consists of 86 different school library sites serving over 32,000 students. Each of these sites has been a part of the ongoing assessment and evaluation of the original E2T2 project through a variety of methods: Member surveys, the listserv, conference attendance, formal evaluation, website, and newsletters are just some of the ways in which user input has been gathered and utilized as part of strategic planning. Phase I included a comprehensive evaluation by an external evaluator. Since the inception of the program, North Star Library Consortium User Group meetings have been held twice a year, providing ongoing assessment of the needs of school libraries related to Information Technology and Information Literacy. The results of all of the above assessments reached the same conclusions – school districts need:

- To manage their web-based library systems at a district level, in addition to site-based management. This need can be met through the new *Destiny* software consortium version which was not available during the initial implementation of the NSLC E2T2 project;
- Access to an affordable, centrally-managed library system such as *Destiny*, especially smaller, rural school districts not now part of the Consortium; and
- Ongoing professional development to maximize the knowledge for using the *Destiny* system as well as strategies for integrating Information Technology and Information Literacy into curriculum.

In addition to Follett software support, Region I reports that a significant number of the participating Consortium members request additional technical assistance, further validating the need for additional training and resources for each of the districts and site participants. Many of the technical questions relate to site specific issues that could be mitigated with a consortium version of the software that is now available. This software allows management of sites grouped by school district as well as by individual site.

The NSLC is confident that the needs assessments mentioned above provide a clear focus for Phase II of this project: To upgrade the *Destiny* software to the consortium version now offered by Follett; to provide Consortium members with ongoing training and professional development in the use of *Destiny*; and to expand participation in the NSLC. A software upgrade will increase the capacity of individual school districts to enhance their information management efficiencies across the district, rather than be confined to labor intensive site by site management. This enhancement would eliminate the duplication of effort at the various Consortium sites in maintaining accurate patron and staff data.

NSLC is integrated into the Region I 2008-2010 Technology Plan (Pg 4): *1) Continue to keep abreast of current technology trends and apply that technology in a manner that benefits the school districts and education services entities served; 2) Provide a secure and redundant technology infrastructure, in a cost effective manner, which school districts and other educational services rely on to transact administrative functions; and 3) Maintain an environment for ongoing application and technology training through e-communications and user group meetings and training sessions.* Transitioning to the consortium version of the software in this proposed software upgrade will result in greater accuracies and efficiencies. The current site based structure doesn't allow a seamless transfer of patron or staff data from site to site as patrons, or staff, move within a district. As patron data is moved, historical activity is lost and patron files require a great deal of manual manipulation by media specialists, creating inaccurate or duplicate patron information. Historical circulation data is important to media center management for assessment of effectiveness of media resources and allocation of media center assets.

## II. PROJECT SCOPE AND DEVELOPMENT

Possible  
Points

Region I and the Northern Lights Library Network (NLLN) have been managing the continued development and growth of the original NSLC E2T2 project. This project provides a sophisticated web-based, centrally administered library management system hosted by Region I-ESV in Moorhead to school libraries. Region I has state-of-the-art equipment and professional staff to host the software, update the software, provide redundant systems, and do critical backups. This allows districts without necessary technical expertise and/or equipment, to have the necessary technical advantage of a library management system at an affordable price. NLLN has provided training, and staff development, and general application software support for all members of the consortium.

20

Over the past year, Central Minnesota Library Exchange (CMLE), NLLN's counterpart based in St. Cloud, has been exploring ways in which they could replicate the work done through the NSLC to serve the school districts in the central Minnesota region. After several months of discussions the conclusion was reached that the most cost effective and efficient manner for Central Minnesota Library Exchange to replicate this program is through a formal partnership with the NSLC. Phase II of this E2T2 project will look to expand the program to 30-50 new sites, which will come from the existing NSLC region as well as from the CMLE region. In addition, NLLN and CMLE will work in partnership to provide ongoing professional development and training to sites in both regions.

Phase II of E2T2 is really a straight-forward project:

- Upgrade the *Destiny* software to the consortium model which will allow for the future updating and transferring of patron and staff data across an entire district rather than on a site by site basis, a process which currently does not allow for the retention of important historical data. The consortium model will allow school districts with multiple sites to update *Destiny* software more efficiently and effectively. Districts with just one site will also benefit from this overall system upgrade by being able to perform automated processes to advance patrons from grade level to grade level using existing student information systems. The result of this process will be better information management systems at school library sites.
- Provide professional development focused on: Best practices in using Destiny software; information and technology literacy instruction, and integration of technology into curriculum;
- Provide a professional support system for library media specialists who often work alone and in isolation; and
- Expand membership in NSLC to include additional sites in the NLLN and CMLE regions.

When the original E2T2 project was developed it included focus groups, as well as discussions and meetings with many partners around the same table to identify needs, strategies, and implementation goals. The project's evaluator was also involved in most of these discussions from the beginning. Nonpublic schools were a part of the original Consortium development and as such continue to be members with whom we have had discussion and identified needs.

With funding this project will add 30-50 sites in the NLLN and CMLE regions during the grant period. These new districts and sites will be brought into the program under the consortium version so they will have the immediate benefit of this software upgrade. We believe this program's benefit will be far reaching. The minimum impact to sites and districts would be the current partners which are comprised of 86 sites with over 32,000 students. Based on the current participant averages, an additional 30-50 school sites could easily result in an additional impact to 12,000-20,000 students, as well as 30-50 new media specialists, administrators and many more teachers utilizing the system. NLLN and CMLE include nonpublic schools and it is anticipated that there would be additional nonpublic schools in the additional 30-50 projected new sites.

### III. GOALS AND OBJECTIVES

Possible  
Points

#### Goal #1: Technology Integration (Budget Projection \$62,000)

40

It is the project's goal to upgrade the existing software from the current individual site based model to a true consortium version. This will enable school districts to upgrade patron and staff data across a district rather than having to perform multiple site-by-site update processes or simply revert to manual update practices by the media specialists. This will also enable districts with multiple sites to maintain more accurate historical circulation records; an important aspect of media center management. The result of the software upgrade will be more efficient management of data flow, increased accuracy in the patron and staff data, in addition to building useful historical circulation records. From a user standpoint, this version upgrade will also facilitate more efficient search capabilities across a district's catalog providing ready access to all resources of the district. The consortium model allows for more integration of data with student information systems for enhanced update capabilities. Not only can students move more seamlessly through the system, teachers will also have more efficient access to a greater amount of data across the entire district. For example, a middle school student who needs to research resources available at the high school or at the elementary libraries will be able to do that seamlessly with the consortium model. The existing site by site model does not allow users to easily view the resources of the entire district in one search. Not only is this more efficient and accurate it is more respectful of all learner levels.

The additional benefit to administrators in the consortium version of the software includes the ability to manage the media center information more effectively without having to increase staffing levels. More automation of data processes across the district is possible as opposed to the current site by site process of moving and updating patron and staff data. This allows a more efficient manner with less duplication of effort that will also generate greater accuracy. Historical circulation records will provide better information with which to make budgetary decisions on allocation of resources in the media centers.

In addition to the 86 original Phase I-E2T2 Consortium members who will receive the benefit of the *Destiny* upgrade, 30-50 new sites in the NLLN and CMLE regions will be brought on board during Phase II. All new participating libraries will be brought into the Consortium at the enhanced level.

#### Goal #2: Professional Development (Budget Projection \$84,700):

Certainly a critical aspect of utilizing any software system is adequate training to allow maximum understanding and proficiency. This grant application proposes to provide training on the consortium version of the software to all current NSLC partners. It is anticipated that this training would cover one half day and would be offered for a total of four full days. These trainings will be provided by Follett.

New participants in the Consortium would need training on the software which would be provided at the time each site becomes active. It is anticipated that new participants will be brought into the program in clusters and training would be done in groups as they become "live" sites. This will allow for greater efficiencies in providing the training and result in cost savings to the program over the long term. It is anticipated that Follett will continue to provide two upgrades per year to the *Destiny* software, and we propose to provide Consortium-wide training, in a variety of formats, related to these upgrades. A training schedule will be set to allow for maximum participation by Consortium participants. These trainings will be provided by Follett and will be arranged by NLLN and CMLE.

In addition to the basic software specific training, there will be additional professional development opportunities throughout the grant period for media specialists and media center staff. Professional Development will focus areas include:

- Advanced uses of *Destiny* software;

- Best practices for media center management;
- Strategies for training students, teachers and parents in using *Destiny*;
- Strategies for effective Information and Technology and Literacy instruction;
- Effective means of developing a professional support network, especially for Consortium members who frequently work alone and in isolation; and
- Providing support and resources on an ongoing basis for Consortium members.

These trainings will be provided cooperatively by Northern Lights Library Network and the Central Minnesota Library Exchange.

IV. WORK PLAN: PROJECT GOALS, ACTIVITIES, OUTCOMES AND ESTIMATED TIMELINES (Expand table as needed.) Possible Points 20

GOAL	OBJECTIVES	ACTIVITIES	TIMELINE	RESPONSIBLE
1. Technology Integration	Purchase Consortium software upgrade to Follett's <i>Destiny</i> System	Install upgrade for all participating sites	April-June 2008	Region I-ESV (Bob Wheeler), Northern Lights Library Network (Ruth Solie), Central Minnesota Library Exchange (Patricia Post)
		Provide technical assistance to sites as needed	Ongoing throughout the grant period	
2. Professional Development	2.1 Assure all participating sites have been trained on <i>Destiny</i> software and have achieved a level of proficiency for utilization of the system.	2.1 Conduct training for staff in current 86 sites (1/2 day trainings) for a total of 4 days on <i>Destiny</i> software; training to be conducted by Follett.	June 08 August 08	Northern Lights Library Network (Ruth Solie), Central Minnesota Library Exchange (Patricia Post) will coordinate with Follett
		2.1 Provide 3-two day training sessions for new districts/sites joining the program in 3 clusters over grant period. Training to be conducted by Follett.	Dec. 08 June 09 Dec. 09	Northern Lights Library Network (Ruth Solie), Central Minnesota Library Exchange (Patricia Post) will coordinate with Follett
		2.2 Provide workshops using <i>Destiny</i> for Information Literacy instruction and best practices for library management.	2.2 Conduct 5 workshops during the grant period on topics which may include: Media Center best practices, information and technology literacy instruction, and advanced uses of <i>Destiny</i> .	Sept. 08 (2 workshops) Feb. 09 (1 workshop) Sept. 09 (2 workshops)

## V. EVALUATION OF OUTCOMES

Possible  
Points

The purpose of the evaluation is to ensure that the programs of the North Star Library Consortium (NSLC) are collectively accountable for achieving the goals, objectives and activities outlined in this grant application. A mixed method approach consisting of qualitative and quantitative methods will be employed in order to powerfully triangulate the evaluation results of the project plan. We believe the use of both quantitative and qualitative methodologies will provide the necessary information from all participating school districts and project partners of the NSLC.

20

The evaluation for this project will include formative and summative evaluation strategies. The formative evaluation will evaluate the sufficiency and effectiveness of project methods employed. A strong emphasis will be placed on identifying key implementation issues and their impact on program design, implementation and evaluation. The purpose of the formative evaluation will be to:

1. Identify project implementation problems as they occur.
2. Assure prompt feedback to project staff so that adjustments can be made.
3. Provide a record of project inputs, methods used during implementation and output measures (i.e. number of training participants, technical assistance needs, number of school districts and associated students served, etc.)
4. Provide updates on work plan activities and efficacy of the project implementation formative? (feedback on conversion formative?, training schedule, training events. etc.)

Regular meetings with the NSLC Project Partners will provide an opportunity to report and discuss project implementation issues; formative evaluation will be ongoing throughout the grant project and will document the project in sufficient detail for future replication.

The summative evaluation design for this project will monitor and document the impact of the *Destiny* software upgrade to the Follett Consortium model, the *Destiny* System training for current users, *Destiny* training for new members of the Consortium, and the impact other professional development events have on the End Users of the *Destiny* System. The evaluation consultant will work with the local staff to facilitate the development of the summative and formative evaluation system for the Project as a first step in the evaluation. The evaluation framework and reporting systems will be developed within the first 30 days of the project and will continue as an on-going process to achieve maximum impact for school districts and project partners.

The propose evaluation is an extension of the comprehensive evaluation that was completed during Phase I of the project done with an earlier E2T2 grant. This evaluation further identified the needs for more professional development, system upgrades, and enhanced district-level capacities to integrate information technology into curriculum, manage integrated information systems within individual school districts, and to assist students, teachers, and media center staff in developing advanced skills in the use of *Destiny*.

Most notably for the summative evaluation of the project will be the use of a survey that was used during Phase I of the project, and will be used again with existing members as well as new members of the NSLC. The survey focused on the major constructs including:

- a) User comfort level with the *Destiny* System,
- b) Implementation of the *Destiny* System within a school district,
- c) Development of North Star Library Consortium resources (listserv, website, etc.),
- d) Quality of Follett Software Application Training,
- e) Benefits of the *Destiny* System to all end users,
- f) *Destiny's* Impact on end users, and
- g) Self-Report of Overall Skill Competency of End user.

The survey will be reviewed and refined as necessary and will be administered during the last

quarter of the grant project.

**Project Data Collection Strategies:**

The evaluation consultant will obtain data utilizing a variety of data collection strategies that are consistent with the goals and needs of the NSLC project. This proposal assumes utilizing data, including but not limited to, the following sources:

Focus Groups/Interviews:

The evaluation consultant will facilitate focus groups and/or interviews made up of participating school districts to evaluate their perspective on implementation of the NSLC programs. This will include customer satisfaction with the various project activities strategies outlined throughout this grant application.

Agency Survey/Interviews:

The evaluator will utilize internet surveying features to gather data from providers about their perceptions of the implementation and impact of their programs as well as to measure the effectiveness of the evaluation program, ease of utilization, increase in knowledge and other relevant measures. This may include follow-up interviews to gain further clarification on these measures and asking staff about how the implementation went and things to do differently.

Structured Record Keeping:

In partnership with project partners, the evaluator will identify key program data to track during implementation and develop simple record-keeping tools. This will be to capture some of the implementation efforts and also enrollment/retention strategy information.

The data collection process will be designed and systems set up for all project participants and will be collected on an on-going basis. This will allow for timely data entry and allow the evaluator to conduct on-going data analysis, develop program reports, and submit the required progress reports and recommendations on a quarterly basis to the NSLC project partners.

**Brief Bio of Evaluator:**

Lori Thompson will be the lead consultant for the activities associated with evaluation/research design, implementation, data analysis, and reporting systems of the NSLC program. Ms. Thompson was the external evaluator for Phase I of the NSLC project.

Lori will be finishing her Ph.D. coursework this year at North Dakota State University and in 1991 received her MA in Health Education and Community Health Administration from the University of Northern Iowa. Ms. Thompson works nationally on a variety of projects and has over 20 years of demonstrated success in developing, implementing and evaluating community-based programs specifically designed for children, youth and families.

Her professional experience with health and human service organizations, schools, youth organizations, and multi-agency community collaborations provides her with the credibility and knowledge base to carry out the tasks associated with the evaluation. Her expertise in facilitating efforts to identify outcomes and performance measures, training professionals in evaluation-related topics, and designing practical research that meets client needs. Lori possesses the educational background and the technical and analytical skills necessary to work on large-scale initiatives, and has been responsible for the effective implementation and evaluation of many program evaluations.

**VI. BUDGET NARRATIVE (must align with BUDGET SUMMARY SHEET)**

**Possible  
Points**

**300-Purchased Services:**

15

External evaluator @ \$12,500

**300-Staff Development:**

*Destiny* Consortium Model training, software training for current Consortium members and *Destiny* training for new Consortium members = \$30,000;

5 workshops at \$3,000 for set up, planning, development and implementation, honorariums, speaker costs, etc. = \$15,000;

Mileage and expenses related to training and workshops for all staff development events = \$16,900.

Total: \$61,900

**400-Supplies and Materials:**

Estimate of \$3,000 in supplies over the course of the grant period.

**800-Other Expenditures:**

Follett – new licenses, conversion, clean-up, and migration = \$50,000;

Destiny software at Region I upgrade = \$12,000.

Total: \$62,000

**Indirect Costs:**

\$7,300 for general administration of the program.

Total Grant Request: \$146,700

# APPLICATION BUDGET SUMMARY

## ENHANCING EDUCATION THROUGH TECHNOLOGY GRANTS ROUND IV PART 2 Grant Opportunity Points Possible for Budget Narrative and Summary Combined 15

This budget summary and budget narrative must align. Possible points are for both forms combined. The budget narrative must provide detailed explanations for each budget expense category. Complete this form electronically by filling in the form fields. See the Application Instructions for additional information on budget line item categories.

<b>DIVISION NAME:</b> School Improvement			
<b>GRANTEE/FISCAL AGENT NAME</b> Region I-EVS			
<b>PROJECT NAME:</b> North Star Library Consortium – Phase II E2T2			
OBJECT CODE	BUDGET LINE ITEM CATEGORIES	MDE AMOUNT OF FUNDS REQUESTED	REVENUE INCOME IF APPLICABLE
100	<b>SALARIES AND WAGES</b> (including subpay if not contracted out)		
200	<b>FRINGE BENEFITS</b>		
300	<b>PURCHASED SERVICES - Series</b>		
	CONSULTANT/CONTRACTED SERVICES	12500	
	COMMUNICATIONS (Phone, Internet, Postage/Parcel & Purchased Printing)		
	STAFF DEVELOPMENT	61900	
	STAFF TRAVEL - Instate		
	STAFF TRAVEL - Out of State - Limited (provide justification in Budget Narrative)		
	WORKSHOP & CONFERENCE EXPENSES - Meals, Meeting Room Costs, Lodging for Participants (master bill), AV equipment		
	OPERATING LEASE OR RENTALS (If not included in indirect cost)		
396 & 397	PAYMENTS TO SCHOOLS - for Agreements to Purchase Licensed Staff Time		
	PURCHASED SERVICES - Other (Identify in detail in the Budget Narrative)		
400	<b>SUPPLIES AND MATERIALS - Series</b>		
	SUPPLIES AND MATERIALS - Non-Instructional		
	SUPPLIES AND MATERIALS - Instructional	3000	
800	<b>OTHER EXPENDITURES</b> (Identify in detail in Budget Narrative section)		
	Follett (new licenses, conversion, clean-up, etc.; Region I software upgrade)	62000	
Total Direct	<b>TOTAL DIRECT COSTS</b>		
Total Indirect	<b>TOTAL INDIRECT COSTS</b> - Schools use current restricted rates Nonprofits, Ed districts, Education Cooperatives use a maximum of 8%	7300	
390-394	<b>PAYMENTS TO SCHOOL DISTRICTS, COUNTIES, AND OTHER NON-PROFIT AGENCIES FOR DIRECT SERVICES TO STUDENTS</b>		
500	<b>CAPITAL EXPENDITURES</b>		
	TOTAL (should include direct and indirect cost)	\$ 146700	\$
NOTE:	A budget revision request must be submitted for any budget line item changes of more than 5% per line item category. Some unallowable expenditures are: gifts, entertainment, gift certificates, amusement, alcohol or to pay for vendor exhibits. *Grants made exclusively for the purpose of supporting conferences are not allowed reimbursement for indirect costs.		

# AGREEMENT TO COMPLY WITH ASSURANCES FORM

Complete this form electronically by filling in the form fields. The individual(s) with legal authority must sign.

In regard to potential funding of an award, the following clauses are stated in their entirety in the application materials section titled ASSURANCES. For the purpose of this form, said clauses are referenced only by their clause number and heading hereafter in this Agreement to Comply with Assurances form.

The applicant/awardee shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated therein and herein in the performance of the award should grant funds be awarded. As part of the application requirements, applicant shall sign and submit this form and attach applicable certification(s) indicating its agreement to comply with the provisions of the application and assurance clauses.

- |  |  |
|--|--|
| 1. SURVIVAL OF TERMS                                       | 10. WORKER'S COMPENSTATION                                   |
| 2. USE OF FUNDS  | 11. ANTITRUST  |
| 3. EQUIPMENT   | 12. GOVERNING LAW, JURISDICTION AND VENUE                    |
| 4. FINANCIAL AND ADMINISTRATIVE PROVISIONS                 | 13. LOBBYING*  |
| 5. LIABILITY   | 14. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS* |
| 6. OWNERSHIP OF MATERIALS AND INTELLECTUAL PROPERTY RIGHTS | 15. DRUG-FREE WORKPLACE (Awardees Other Than Individuals)*   |
| 7. PUBLICITY   | 16. DRUG-FREE WORKPLACE (Awardees Who Are Individuals)*      |
| 8. GOVERNMENT DATA PRACTICES                               | 17. TRANSFERABILITY  |
| 9. DATA DISCLOSURE   | 18. TIME   |
|  | 19. OTHER PROVISIONS   |

### Regarding clauses 13, 14, 15 and 16:

These provisions are required when the award involves federal funds. Applicants shall refer to the regulations cited to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying,"; 34 CFR Part 84, Government-wide Requirements for Drug-Free Workplace (Grants) and 34 CFR Part 85 Government-wide Debarment and Suspension (Non-procurement) and the certifications shall be treated as a material representation of fact upon which reliance will be placed when the Minnesota Department of Education determines the award.

The title of the application award opportunity: ENHANCING EDUCATION THROUGH TECHNOLOGY GRANTS ROUND IV PART 2

Project Title: North Star Library Consortium – Phase II E2T2

The applicant shall list the site(s) for the performance of work done in connection with this specific award opportunity.

### Region I

Place of Performance

810 4<sup>th</sup> Ave. S., Suite 220

Street Address

Moorhead, MN 56560

City, State and Zip Code

Clay

County

Place of Performance

Street Address

City, State and Zip Code

County

Check  if there are (additional) workplaces on file that are not identified above.

By signing this form, I the applicant, acknowledge that I have read the assurances in their entirety as stated within the application materials and shall comply with all applicable federal, state and local laws, ordinances, rules and regulations and provisions stated therein and herein in the performance of this award opportunity should the organization be awarded funds and become a grantee/awardee. I/we hereby assure and agree to comply with all conditions and submit required documents and certifications as required.

Robert J. Wheeler

Print Name of Authorized Official or Designee

\_\_\_\_\_  
Signature of Authorized Official or Designee

March 3, 2008

Date Signed

Must bear the same signature as the Application Cover Sheet

<b>ACCOUNTING SYSTEM - FINANCIAL MANAGEMENT QUESTIONNAIRE</b>	ED-02369-01
	1 / 07

**SECTION A. REQUIREMENTS**

**YOU ARE NOT REQUIRED TO COMPLETE THIS FORM if your organization is** a School District, Charter School, Educational District, College, University, or Tribal Government.

**YOU ARE REQUIRED TO COMPLETE THIS FORM AND ATTACH DOCUMENTATION AS REQUESTED** if your organization is a Nonprofit, Educational Service Cooperative, and/or Private Organization. Attach the questionnaire and required documents to the ORIGINAL application only. Do NOT attach information to application copies.

The financial responsibility of the applicant/awardee must be such that the applicant/awardee can properly discharge the public trust which accompanies the authority to expend public funds. Adequate accounting systems should meet the following criteria.

1. Accounting records should provide information needed to adequately identify the receipt of funds under each award and the expenditure of funds for each award.
2. Entries in accounting records should refer to subsidiary records and/or documentation which support the entry which can be readily located.
3. The accounting system should provide accurate and current financial reporting information.
4. The accounting system should be integrated with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

**SECTION B. IDENTIFICATION/GENERAL INFORMATION**

1. Name of Applicant and Fiscal Agent, if Fiscal Agent applies:
2. When was the organization founded/incorporated?
3. Is the organization affiliated with any other organization/company?  Yes  No If yes, provide detail:
4. Number of Employees: Full time                      Part time
5. Total revenue in most recent accounting period (12 months):
6. Attach a list of Board of Directors' names, titles, addresses, telephone numbers, and e-mail addresses.  
(  List attached )
7. Attach a schedule indicating when the Board of Directors meet. (  Schedule attached )
8. Attach a copy of the most recently approved Board minutes. (  Copy attached )
9. Attach a copy of the most recently filed federal tax return. (  Copy attached )
10. Attach a list of other awards if any, received from any other Minnesota state agency. Identify title of award, contact person, telephone number, and Minnesota state agency approving the award.  
(  List of other awards and contact identification information attached )

**SECTION C. ACCOUNTING SYSTEM DESCRIPTION**

1. Which of the following best describes your accounting system?  Manual  Automated  
 If automated, please list the name of the accounting software system(s) presently being used.
2. Does your company have written policies and procedures for the following business processes? If yes, attach a copy of the table of contents.

	YES	NO	If Yes, Attach Copy
Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fixed Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Does the accounting system identify the receipts and expenditures of program funds separately for each award?  
 Yes  No
4. Attach a copy of your chart of accounts (balance sheet and income statement accounts).  Copy attached
5. Will the accounting system provide for the recording of expenditures for each award by the budget cost categories shown in the approved budget?  Yes  No
6. Are time distribution records (time studies) maintained for an employee when his/her effort cannot be specifically identified to a particular program cost objective?  Yes  No
7. Are any employees of your organization covered by a surety bond?  Yes  No  
 If yes, list name of person(s), their title(s) and dollar amount of coverage.

Employee(s) Name	Title(s)	Dollar Amount of Coverage
		\$
		\$
		\$
		\$

**SECTION D. FINANCIAL STATEMENT INFORMATION**

- Did an independent certified public accountant (CPA) ever audit your organization?  Yes  No
1. If yes, attach a copy of the latest audit report and any management letters issued.  Copies attached
2. If no, attach a copy of your organization's most current and previous year's balance sheet and income statement.  Copies attached

**SECTION E. APPLICANT CERTIFICATION OF INFORMATION**

I certify that the above information is complete and correct to the best of my knowledge.

_____ Name of Authorized Signer	_____ Title
_____ Signature	_____ Date