Broadband USA

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

Submitted Date: 3/11/2010 11:47:46 AM	Easygrants ID: 4808
Funding Opportunity: Public Computer Centers	Applicant Organization: TOLEDO-LUCAS COUNTY PUBLIC LIBRARY
Task: Submit Application - Public Computer Centers	Applicant Name: Margaret Danziger

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Funding Opportunity: Public Computer Centers	**Applicant Organization:** TOLEDO-LUCAS COUNTY PUBLIC LIBRARY
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A. General Application Information

1. Applicant Information	
Name and Federal ID for Applicant	
DUNS Number	048782569
CCR # (CAGE)	075H5
Legal Business Name	TOLEDO-LUCAS COUNTY PUBLIC LIBRARY
Point of Contact (POC)	ROGER VEITCH 4192595254 Ext. roger.veitch@toledolibrary.org
Alternate POC	MARGARET DANZIGER 4192595260 Ext. margaret.danziger@toledolibrary.org
Electronic Business POC	JEFF WALE 4192595373 Ext. jeff.wale@toledolibrary.org
Alternate Electronic Business POC	DAVE MISKO 4194182248 Ext. dave.misko@toledolibrary.org

2. Name and Contact Information of Person to be Contacted on Matters Involving this Application:	
Prefix	
First Name	Margaret
Middle Name	
Last Name	Danziger

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Suffix	
Telephone Number	419-259-5256
Fax Number	
Email	margaret.danziger@toledolibrary.org
Title	Deputy Director

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

Project Role	Name	Phone	Email
Secondary Point of Contact	Jeff , Wale	4192595256	jeff.wale@toledolibrary.org

4. Other Required Identification Numbers

Easygrants ID	4808
Funding Opportunity Number	500000
Catalog of Federal Domestic Assistance Number	**BTOP CFDA Number:** 11.557 **BTOP CFDA Title:** Broadband Technology Opportunities Program

5. Organization Classification

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

6. Authorized Organizational Representative

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AOR	VEITCH, ROGER
Result	Applicant Authorized

7. Project Title and Project Description

Project Title: @CCESS CENTER: The Public Library of the Future

Project Description: Toledo-Lucas Co Public Library is a leader in providing retooling and training to 18,000 disadvantaged and underserved residents living in a devastated automotive manufacturing area. @CCESS CENTER with a mobile unit will deliver free education and training classes for health awareness, computer literacy, job skills training for higher employment and improved quality of life.

8. Other Applications

Is this application being submitted in coordination with any other application being submitted during this round of funding?

> No

Easygrants ID	Project Title

If YES, please explain any synergies and/or dependencies between this project and any other applications.

9. 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:

Name	Title	Employer

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B. Executive Summary, Project Purpose and Benefits

Essay Question

10.   **Executive Summary of the proposed project:**

a. Problem/Need
The City of Toledo, located in northwest Ohio in a region dominated by auto manufacturing and related businesses, is the 8th poorest city in the U.S., (The Blade, [Toledo], February 14, 2010, Sec 1, p 1) with an unemployment rate that has doubled from December 2006 (6.2%) to December 2009 (12.9%) (U.S. Dept. of Labor. Bureau of Labor Statistics) and an underserved population that needs 21st century education and retraining to improve job and life skills. The number of Toledo residents with home high-speed Internet access is lower than its surrounding Lucas County, where only 55% of the residents have broadband service. This places undue demand on the free public access computers at Toledo-Lucas County Public Library (TLCPL) Main Library and 18 branches, a demand that far exceeds TLCPL's ability to provide. TLCPL expects to fill a portion of that capacity gap with a public computer center and traveling mobile unit and use the model for expanding capacity at other branch libraries located in underserved areas.

b. Overall Approach
TLCPL intends to renovate the 16,800' sq. Kent Branch as the site for an enlarged and enhanced public computer center. Kent has an 1,800' sq. auditorium that serves as a major community meeting center. The Kent Branch (Lucas County Census Track 8) serves a high rate of undereducated, unemployed, underserved, minorities, seniors, and needy children. Reported data from the 2000 Census Track 8 shows 30% of residents over the age of 25 lacked a high school diploma, 15.7% of those over 16 were unemployed, 63.8% of adults over age 65 had a disability, and 44.3% of grandparents served as the responsible caregivers for their grandchildren. For Kent Branch residents, and Toledoans in general, the past ten years of a declining automotive assembly, parts and sales economy have not been kind to their well-being.

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Kent's @CCESS CENTER: THE PUBLIC LIBRARY OF THE FUTURE will increase the number of free public computers from 25 to over 100. One-on-one instruction, training in small groups of 4-6, and training for 12 in the training center on basic computer use, basic Internet use, job search, WORD, health and preventative care awareness will mainly be taught by TLCPL staff. The proposed auditorium design will have the capability of dividing into two rooms as necessary.

In order to reach vulnerable residents beyond the @CCESS CENTER, TLCPL will expand service through its Outreach Services with a 12-workstation cybermobile that travels to senior centers, housing units, health and social service facilities and after-school youth sites. Outreach staff will operate similarly to the @CCESS CENTER and will educate and train with the same curriculum. TLCPL began bookmobile service in 1937, one of the first libraries in the nation to do so. Partnering the cybermobile with bookmobile operations is a perfect match.

To serve the needs of our disabled patrons, some of the @CCESS CENTER computers will feature special hardware and software to assist people: 4 ZoomText, 4 Natural Readers and 2 Dragon workstations are planned. The Branch itself will be totally ADA compatible. The cybermobile's lift will accommodate a wheelchair for entry/exit and one special feature workstation to accommodate those with low vision, hearing impairments and/or in a wheelchair.

c. Area to Be Served.
The City of Toledo has a population (2000 Census) of 313,619, of which white Caucasians comprise 70.2%, Blacks comprise 23.5%, biracial and others comprise 6.3%. Hispanics of any race make up 5.5% of the population.

Potential users: Given the large size of Kent Branch and its proposed increased number of free access computers; expecting that the @CCESS CENTER will draw from the larger Toledo area rather than the smaller Kent Branch Lucas County Census Track 8; coupled with the addition of a new cybermobile to travel around Toledo, estimates for potential users at the @CCESS CENTER are 8,400 white Caucasian users, 2,820 Black users, 432 Other users, 660 Hispanic users, and on the cybermobile estimated 4,200 white Caucasian users, 1,410 Black users, 216 Other users, 330 Hispanic users. TOTAL – Estimated 18,000 potential users per year.

d. Qualifications of applicant

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TLCPL is a merged city-county public library system and a revered intellectual, social and educational community anchor. It has previously placed in the top ten libraries of its population category in the Hennen's annual rankings, and it received a 4-Star rating in the 2009 Library Journal annual ranking of U.S. public libraries. Founded in 1838, it is the oldest public library in Ohio and has a Main Library, 18 branches and Outreach Services. The Main Library was opened in 1940, a distinctive art deco civic structure built with assistance of the Works Progress Administration.

TLCPL's management team has over a dozen years of experience with new construction, renovation and additions at Main Library ($45m project) and all 18 branches ($1m - $3m projects.) TLCPL's team knows how to manage large and small library construction projects; it knows how to pack, empty and store the contents of a library building as well as how to bring materials back and get them in order for the public.

TLCPL opened one of the first public computer labs at Main Library in 1986. TLCPL understands the need for technological improvements and that public computer access is an essential service for children and adults. It currently supports over 1,100 computers. TLCPL has provided mobile service since 1937, so the cybermobile fits right in.

KEY PARTNERS:
1. Buehrer Group Architecture & Engineering, Inc., a local company which designed and completed the renovation of our Reynolds Corners Branch at LEED silver level, has partnered on the @CCESS CENTER project. Buehrer has obtained the building permit. A second LEED certification is a priority.

2. Congresswoman Marcy Kaptur, a longtime library supporter who applauds our strategy to bring enhanced broadband service to many residents especially to idled auto workers; she will be a strong advocate on our behalf in Washington D.C.

3. City of Toledo and …

4. Lucas County Commissioners, both are gratified that TLCPL is addressing a serious local need for improved computer skills and broadband access;

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5. Advocates for Basic Legal Equality, Inc., a regional nonprofit law firm joins TLCPL to provide free high quality assistance to low income people;

6. Area Office on Aging commits to our project with in-kind services, welcoming the cybermobile to senior centers and for intergenerational education classes at the @CCESS CENTER for grandparents and grandchildren.

7. Lucas County Workforce Development Agency will use the @CCESS CENTER to present job skills classes;

8. Lucas Metropolitan Housing Authority will host the cybermobile on its many sites; jobs depend on computer skills.

9. Neighborhood Health Association supports the TLCPL application because many of its clients lack access to free computer education and training.

10. Owens Community College commits to student support at the @ACCESS CENTER and will continue presenting GED classes at Kent Branch.

11. ProMedica Health System commits to sharing its planned community health care and wellness network with TLCPL.

12. St. Vincent Mercy Medical Center, a close neighbor to Kent Branch, has a parallel mission to improve quality of life for the underserved.

e. Jobs Created/Saved
TLCPL will hire 1.5 trainers for the @CCESS CENTER and 1 trainer and 1 driver who can assist training services on the cybermobile for a total of 3.5 new jobs.

There may be upwards of 147 people involved in construction and site visits: 6 from the architect's office, 74-88 workers employed under the general contractor, 10 from various utility companies, 8 from the vehicle manufacturer, 10 from technology integrators, and 25 from the material suppliers, including those individuals needed to take down and install.

f. Overall Cost of the Proposed Project

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Federal grant request: $2,163,655
TLCPL 30% cash match: 927, 281
_____

TOTAL PROJECT COST: $3,090,936

11.   Project purpose:

TLCPL's project relates to 3 of the BTOP core purposes: #2, #3, #5.

1. Core purpose #2 is to improve high speed Internet training and awareness to underserved areas of Toledo. TLCPL chose Kent Branch as an @CCESS CENTER because of 2000 Census data: Kent Branch service area has 30% over the age of 25 who lack a high school diploma, 15.7% of those over 16 are unemployed, 63.8% of adults over age 65 have a disability and 44.3% of grandparents serve as the responsible caregivers for their grandchildren. In The Blade (Toledo) February 2, 2010, Section 1, p 1, Toledo was listed as the 8th poorest city in the U.S.   A ConnectOhio December 2009 survey revealed that 55% of residents of Lucas County, which surrounds Toledo, have broadband service. Kent service residents have fewer resources than the suburbs, and thus, it can be reasoned that many fewer than 55% have access to broadband. The demand for free public computer access far exceeds TLCPL's ability to meet the needs.

TLCPL uses Envisionware PC reservation software that limits a patron to a total of 3 one-hour sessions per day anywhere in the library system. In reality, patrons at Kent are usually limited to one hour per day, because a second patron can register for his/her computer anytime during the hour, and the second patron takes the first person's seat at the end of one hour. The afterschool rush is particularly frustrating for students needing Internet access for homework and skill training. Currently Kent Branch has 2 OPAC's, 1 Express (15 minute limit) computer, and 12 with high speed Internet access. It also has 10 laptops for in-house use. TLCPL will help resolve the issue of too few computers by increasing the OPACs to 5, leaving the 1 Express computer, adding 32 high speed adult Internet computers, 34 laptops, 4 in the children's area, 4 for teens and 12 in the training center.

Kent Branch is located near several bus lines and at the corner of 2 major city arteries: Collingwood and Central. It is the perfect location to reach our underserved residents. However, the Kent Branch building is inadequate to house the @CCESS CENTER. The 16,800' sq branch, the former Lucas County Academy of Medicine, has retained many of its small offices, kept walls that hinder supervision, and has a poorly functioning floor plan. The existing building

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lacks full ADA compliancy/wide aisles/furniture to support wheelchair access; it lacks sufficient power and lighting, has an outdated data infrastructure and physical spaces that cannot accommodate the program needs. A new floor plan that makes the space function like a 21st century full service library is necessary.

2. Core purpose #3 is to provide education and training, awareness programs, and access and equipment. For years, the TLCPL staff has taught classes for basic computer use, basic word processing, basic Internet use, creating e-mail accounts, and job searching to raise skills and contribute to higher income and employment levels. If awarded a BTOP grant, TLCPL staff will create curriculum for other classes and also use partners to instruct classes that prepare the underserved for employment.

In addition to the general training classes held in branches, Main Library staff present 3 specialized services: Retooling Your Life, Grants 101, and small business assistance. Retooling Your Life is a one-on-one and small group TLCPL service at Main for patrons to learn more about careers, job searches, learning interviewing skills, going back to school and knowing about public benefits. One-on-one teaching works steadily, slowly, but successfully and will grow at the @CCESS CENTER and as TLCPL replicates the model at other branches.

A second specialized TLCPL service has been developed by its grants librarian who presents Grants 101. It is a practical class about financial aid for colleges and financial aid materials for individuals and nonprofits.

A third librarian/specialist at Main presents classes for owners of small businesses and those who are interested in starting a small business. Topics include writing a business plan, business finances, OSHA regulations, and starting your own small business.

TCLPL addresses informational and educational gaps at many levels and for the K-12 group, it employs Homework Helpers. Kent Branch schedules students from 2-4pm on Mondays, Tuesdays and Thursdays to meet with helpers. To reach more students through the @CCESS CENTER, TLCPL will hire a helper for 4 more hours to assist K-12 students with after school homework on Wednesdays and Saturdays, making homework help available 5 days per week. TCLPL also hosts GED classes organized by our partner, Owens Community College. Both the Homework Helpers and the GED classes increase educational skills of the underserved to the level where basic computer and Internet use classes can be successful.

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TLCPL intends to use the @CCESS CENTER as a model to be replicated at other branches and the implementation and operation of this first "public library of the future" will give insights through experience for changes and improvements to the @CCESS CENTER concept.

3. Core purpose #5 - to increase demand for broadband. With TLCPL's teaching the exposure to broadband services will surely stimulate demand especially among seniors, low income and youth. The barriers to in-home broadband access are the cost of purchasing a computer and the delivery of high speed Internet to those who can least likely afford them. A future plan is necessary to place free or very low cost, high speed Internet computers in homes of vulnerable populations where needs are great.

The use of the @CCESS CENTER and cybermobile, however, can lead to economic growth and job creation, because it is well understood that enhanced educational opportunities are the keys for developing a well-trained, highly-skilled workforce.

12. **Recovery Act and Other Governmental Collaboration:**

   ➢ N/A

13. **Technology Strategy:**

The plan is to convert Kent Branch into an @CCESS CENTER and to purchase a mobile computer lab - see the supplemental Attachments: D and K for complete engineering, bill-of-materials, and pricing details.

To achieve our objectives, we will:

A) Renovate the existing Kent Branch to become ADA compliant, create necessary spaces, improve patron workflow, improve power, data infrastructure (Cat 6) to support network devices, etc.

B) Increase WAN Broadband Connection—Increase the WAN bandwidth from 5 Mbps (current speed) to 20 Mbps.

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The WAN originates at our NOC for network authentication, centralized servers, catalog, access to offsite subscription databases, online curriculum, video content, help desks, etc. and carries 100% of our Internet traffic.

The WAN topology consists of a point-to-multi-point design. The hub is the Data Center at Main Library and it connects via leased Ethernet-over-Fiber to 18 branches and Outreach Services. All remote buildings point to the Data Center to access centralized resources. The WAN is supplied and maintained by Buckeye CableSystem (a local telecommunications provider). The amount of bandwidth varies from 3 Mbps (for smaller agencies) to 10 Mbps (for larger agencies) depending on network demand. The NOC is connected to Buckeye's Central Office with a 100 Mbps circuit to handle the aggregated bandwidth demands from the remote sites.

Internet POP (point-of-presence) is physically terminated in our Data Center through a statewide fiber network from OPLIN (Ohio Public Information Network). The 100 Mbps circuit is unfiltered (from OPLIN) and is managed by AT&T.

TLCPL has installed a content filter in our headend to manage the Internet traffic. Inappropriate sites for children and teens are filtered. Adult patrons can override the filter during logon for an unfiltered session without staff intervention.

C) Replace Kent's Network Electronics—Kent's equipment is old—purchased in 2000. TLCPL needs to replace the edge equipment with a Cisco model 2811-VSEC/K9 and Catalyst 3560-48-port POE switches. Equipment cabinets, wire management, UPS, etc. are included.
All inbound/outbound traffic is routed through the Data Center and controlled via the core Cisco 7206 router, Cisco ASA firewall, and a Cisco 6509 gigabit switch. TLCPL maintains 45 servers (combination of rack mount, Dell blade, and SUN enterprise server) which provide plenty of throughput and storage.

D) Move the MDF and upgrade the data infrastructure—from Cat 5/5E to CAT 6 meeting BICSI 802.11 standards. The existing MDF is in a shared work space and is exposed to water leaks from the A/C chillers on the roof. The plan is to "create" a new MDF that is secured with plenty of power, grounding protection, overhead cable tray, etc.

E) Build a fixed computer training lab consisting of 12 student PCs, instructor station, large LCD displays (for low vision purposes), Smartboard overlay, production software, Internet access, and

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online curriculum content and databases. The instructor will be able to view the student PC and route the VGA output signal to the wall-mounted LCD display for group viewing. The room will be equipped with a Crestron-controlled AV presentation system (for viewing multiple media formats) and a video streaming server (for capturing, recording, and streaming live or stored programs) system-wide. Classes will be taped (assuming permission releases are granted) and stored on a video server.

F) Expand public computing to 109 units with Dell Optiplex 780s (or newer model) with 4 GB RAM and a 17" LCD. All of the units will be configured following our standard PC image. Software includes: XP (SP3), MS Office 2007 Suite, Envisionware (timing and printing software), Internet Explorer, DeepFreeze, Adobe Reader, Altirus (remote control client), Adobe Flash player and shockwave plug-ins, and Webpage links to our online public catalog and research databases. Our children PCs include a suite of instructional applications.Hard drives are locked down which eliminates viruses and patrons changing setups.
TLCPL uses Altirus as a remote management tool to push out software updates and to connect remotely from the Data Center for support.
Kent will be equipped with wireless access points (802.11n) to support patrons who bring laptops into the branch. Also, TLCPL will have laptops for checkout within the branch for those who cannot afford to purchase their own.

G) Deploy Adaptive Technologies – to support patrons with low vision, blind, learning disabilities, and physically handicapped. TLCPL will purchase:
-ZoomText level 2 magnifier with speech and keyboard for the low vision patron.
-JAWs Professional w/SARA scanning appliance and scanner to support patrons that are legally blind.
-Natural Reader education gold software +4 voices to support patrons who need text-to-speech technologies for the learning disabled.
-Dragon Naturally Speaking 10.1 for patrons that require a voice input interface.
Space and furniture have been allocated in the building construction to support the adaptive technologies.

H) Build a mobile computer lab to reach patrons around the county who cannot visit Kent. TLCPL has included a new cybermobile from Farber Specialty Vehicles (GSA State of Ohio Contract #7723300309). TLCPL will install 11 student PCs and 1 instructor PC in the vehicle. Software will be the same as Kent. TLCPL will use 3G wireless broadband cards for Internet

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access. While this technology provides a 1.4 Mbps down and 800 Kbps up speed, it is our goal to move to 4G LTE from the onset.

I) Staffing—A total of 6 staff members support all Information Technology operations system-wide with skill sets and certifications ranging from programming languages (ASP.NET, C++, Visual Basic, Access, etc.) to professional certifications (CCNE, CCNA, MCSE, and Dell's PC Technician). Most installations are handled internally.

14. **Public Availability:**

TLCPL's buildings and meeting rooms are free and open to all as a community service for educational, instructional or civic programs when Library programs/services/classes are not scheduled.

Kent Branch Library/@CCESS CENTER will be free and open to the public on Monday and Tuesday, 9am to 8:30pm and Wednesday through Saturday, 9am to 5:30pm, for a total of 57 hours per week.

The mobile unit will operate from 9am to 3pm, Monday through Friday, for a total of 30 hours, free and open to the public.

Public availability will be 87 weekly hours, free and open to the public.

15. **Restrictions on Center Use:**
   ➢ None. Patrons and agencies requesting the use of a room must be in good standing with TLCPL and agree to our policies. On a rare occasion, room bookings may be superseded by Library sponsored activities.

16. **Involvement of Community College:**

We are actively working with our local community colleges for hosting classes at the new PCC and to offer instructors, programming, and technical support. All are in support of the project and feel that it will have a great impact on the community. Owens Community College currently plans and presents regular GED classes at Kent Branch; they will continue.

Our initial work with the community colleges has committed technical support to work with the public in the open computer lab area—Owens Community College will supervise and offer

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students internship year-round. Furthermore, both Davis College and Owens College will wait until the 2012-2013 school year before they commit part-time instructors.

The lab is open to all patrons, including college students. This means that any college homework assignment, research project, or online digital content can be accessed from our lab. Furthermore, we will have lab techs present to assist college students in wireless connections, authenticating, and submitting papers online.

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

>   No

18.   Is the applicant deliquent on any federal debt?

>   No

>   If Yes, justification for deliquency:

19.   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

20.   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: Other
Name: Kaptur, Marcy
Email: rep.kaptur@mail.house.gov
Address 1: 1 Maritime Plaza, 6th Floor
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: United States Representative

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Organization Type: District of Columbia
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Other
Name: Bell, Michael
Email: mayor@toledo.oh.gov
Address 1: One Government Center, Suite 2200
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: City of Toledo
Organization Type: City or Township Government
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Other
Name: Skeldon Wozniak, Tina
Email: twozniak@co.lucas.oh.us
Address 1: One Government Center, Suite 800
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: Lucas County
Organization Type: County Government
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Other
Name: Tafelski, Joseph R.
Email: hn4480@handsnet.org
Address 1: 525 Jefferson Ave., Suite 300
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: Advocates for Basic Legal Equality, Inc.

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Organization Type: Non-profit Institution
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Other
Name: Johnson, Billie
Email: bjohnson@areaofficeonaging.com
Address 1: 2155 Arlington Ave.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43609
Organization: Area Office on Aging of Northwest Ohio, Inc.
Organization Type: Non-profit Institution
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Other
Name: Walker, Eric J.
Email: ejwalker@co.lucas.oh.us
Address 1: 1301 Monroe St.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: Lucas County Workforce Development Agency
Organization Type: County Government
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Other
Name: Willis, Linnie B.
Email: willis@lucasmha.org
Address 1: 435 Nebraska Ave.
Address 2: P.O. Box 477
Address 3:
City: Toledo
State: Ohio
Zip Code: 43697
Organization: Lucas Metropolitan Housing Authority

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Organization Type: Non-profit Institution
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Other
Name: Miller, Doni
Email: dmiller@nhainc.org
Address 1: 313 Jefferson Ave.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: Neighborhood Health Association
Organization Type: Non-profit Institution
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Other
Name: Scott, Renay
Email: renay.scott@owens.edu
Address 1: P.O. Box 10,000
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43699-1947
Organization: Owens Community College
Organization Type: Non-profit Institution
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Other
Name: Muneio, Paul
Email: paul.muneio@promedica.org
Address 1: 1801 Richards Rd.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43607
Organization: ProMedica Health System

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

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Task: Submit Application - Public Computer Centers	**Applicant Name:** Margaret Danziger

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Organization Type: Non-profit Institution
Small business: No
Socially and economically disadvantaged small business concern: No

---

Project Role: Other
Name: Anderson, Michael
Email: mike_anderson@andersonsinc.com
Address 1: P.O. Box 119
Address 2:
Address 3:
City: Maumee
State: Ohio
Zip Code: 43537
Organization: The Andersons
Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

---

Project Role: Other
Name: Curdes, Tom
Email: ███████████
Address 1: 3545 Silica Rd., Suite F
Address 2:
Address 3:
City: Sylvania
State: Ohio
Zip Code: 43560
Organization: Barron's Lawn Service
Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

---

Project Role: Other
Name: Johnson, Dennis
Email: djohnson@brooksinsurance.com
Address 1: 1120 Madison Ave.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: Brooks Insurance Company

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Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Contractor
Name: Carstensen, Chip
Email: ccarstensen@cablesystem.com
Address 1: 5566 Southwyck Blvd.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43614
Organization: Buckeye CableSystem
Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

---

Project Role: Other
Name: Szuch, John
Email: john.szuch@53.com
Address 1: P.O. Box 1868
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43603
Organization: Fifth Third Bank
Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Other
Name: Hoffman, James A.
Email: james_a_hoffman@keybank.com
Address 1: 245 N. Superior St.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: KeyBank

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Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Other
Name: Fell, Kathryn
Email: kathryn.fell@toledolibrary.org
Address 1: 325 Michigan St.
Address 2:
Address 3:
City: Toledo
State: Ohio
Zip Code: 43604
Organization: Library Legacy Foundation
Organization Type: Non-profit Foundation
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Contractor
Name: Ziemke, Phil
Email: pziemke@torrencesound.com
Address 1: 29050 Glenwood Rd.
Address 2:
Address 3:
City: Perrysburg
State: Ohio
Zip Code: 43551
Organization: Torrence Sound Equipment Co.
Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

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Project Role: Other
Name: Scamardo, Sam
Email: sams@advancedroofingservices.net
Address 1: 205 W. Sophia St.
Address 2:
Address 3:
City: Maumee
State: Ohio
Zip Code: 43537
Organization: Advanced Roofing Systems

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Organization Type: For-profit Entity
Small business: No
Socially and economically disadvantaged small business concern: No

Project Role: Contractor
Name: Buehrer, Kent D.
Email: kent@buehrergroup.com
Address 1: 314 Conant St.
Address 2:
Address 3:
City: Maumee
State: Ohio
Zip Code: 43537
Organization: Buehrer Group Architecture & Engineering, Inc.
Organization Type: For-profit Entity
Small business: Yes
Socially and economically disadvantaged small business concern: No

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

GOVERNMENT
Congresswoman Marcy Kaptur, U.S. House of Representatives, 9th District.
•Ms. Kaptur is a lifelong library user and advocate. Will be a strong spokesperson in Washington, D.C.
•Understands the plight of Toledo: auto-distressed, high poverty and high unemployment rates and the need for broadband.
•Notes TLCPL demonstrated capacity to deliver excellent public service.

City Government: City of Toledo Mayor Michael P. Bell
•Took office on January 1, 2010. Is committed TLCPL supporter.
•Supports access to broadband for the underserved, unemployed, minorities, seniors, children, variously disabled citizens.
•Believes that the PCC will spur job creation and growth and improve quality of life.

County Government: Lucas County Board of County Commissioners
•Understand education/training needs of Toledo and Lucas County

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•Support TLCPL BTOP application to enhance broadband access which will provide job and life skills for underserved.
•Notes TLCPL is the democratic cornerstone of our community.

NONPROFIT AND PUBLIC
The following partners have agreed to assist in the planning and implementation process of the @CCESS CENTER and cybermobile once the BTOP grant has been awarded. Involvement will include planning classes that meet the needs of their underserved clients (unemployed, low income, minority, senior, children, disabled, small business) including the homework help and GED to raise the client skill level for computer and Internet training. Other involvement will include partners presenting classes that supplement staff Internet training such as legal assistance, government benefits available, interviewing, dress for success, and career exploration. Partners will also schedule their clients at the @CCESS CENTER and craft a calendar of cybermobile stops. See Attachment I.

Advocates for Basic Legal Equality, Inc. (ABLE)
•Regional nonprofit law firm. Largest provider of civil legal services for poor in Ohio.
•Provides free, high quality legal assistance to low income people.
•Serves Kent Branch with Mobile Bank explaining government benefits such as food stamps, WIC, medical assistance.

Area Office on Aging of Northwestern Ohio, Inc (AOA)
•Regional nonprofit advocate for seniors.
•Established Kinship Navigator (KN), an educational and enrichment program for grandparents and grandchildren, would benefit from Homework Helper, GED classes, intergenerational classes, and computer education as essential tools for children and adults.
•Will schedule cybermobile stops at senior centers.

Lucas County Workforce Development Agency (LCWDA)
•Offers services and resources to business and job seekers.
•Coordinates with regional economic development organizations to retain and expand businesses.
•LCWDA will use the @CCESS CENTER on a monthly basis to present classes on career exploration, interviewing, resume/cover letter writing, and dress for success.

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Lucas Metropolitan Housing Authority (LMHA)
•Provides comprehensive housing opportunities at 27 locations.
•Supports TLCPL BTOP application because many housing residents lack transportation and free computer access.
•Will schedule cybermobile stops.

Neighborhood Health Association (NHA)
•Provides low cost health care and preventative services to the underserved.
•Supports access to free computer education and training for its clients because improved computer skills will literally change their lives.

Owens Community College (OCC)
•Offers affordable quality two-year education.
•Provides GED classes at Kent Branch.
•Commits to student support at the @CCESS CENTER. Students will assist public with basic computer issues and provide technical support. Reinforces and supports TLCPL staff.

ProMedica Health System (PHS)
•The leading health provider in northwest Ohio and southeast Michigan.
•Understands the need for well-trained, highly educated workforce.
•Commits to sharing its planned community health care and wellness network as a high speed Internet link to TLCPL. TLCPL patrons, including the most vulnerable, will have free access to text and multimedia presentations on diet, nutrition, wellness education, and preventative care, as well as medical and pharmaceutical information and data.

St. Vincent Mercy Medical Center
•Close neighbor to Kent Branch.
•Has parallel mission to improve quality of health for the underserved.

These partners contribute to TLCPL's plan to increase and enhance access to broadband for underserved through education and training to prepare for good paying jobs and thus gain a higher quality of life: seniors (AOA), unemployed (LCWDA), low income (ABLE, NHA), children (LMHA), health awareness (PHS), and student interns(OCC).

DONORS

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Our donors are also key partners to the success of @CCESS CENTER. They are listed within the Outside Leverage section of this application.

CONSULTANT-CONTRACTOR

This local firm designed and completed the 2009 renovation of our Reynolds Corners Branch at LEED silver level. TLCPL has contracted with Buehrer Group Architecture & Engineering Inc. on the Kent Branch project with a LEED certification as a priority. Construction documents have been prepared by a licensed architect, and the building permit is in hand.

In addition to named key partners, TLCPL has over thirty general letters of support, including Ability Center of Greater Toledo and Sight Center of Northwest Ohio, schools, colleges and universities, labor unions, social agencies, community centers, art museum, zoo, and state professional library associations.

D. Congressional Districts

22.   Applicant Headquarters

> Ohio

23. Project Service States
Ohio

24.   Project Service Areas
Ohio - 9

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

> No

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

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

> No

E. Demographics

Demographics

28. 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

Disabled

Low Income

Unemployed

Senior Citizen (55 and over)

Youth

Other:

29. Vulnerable Populations

The City of Toledo has a 2000 Census population of 313,619, of which white Caucasians comprise 70.2%, Blacks comprise 23.5%, biracial and others comprise 6.3%. Hispanics of any

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race make up 5.5%. The median household income is $32,546 (U.S. average is $41,994), families below the poverty level is 14.2% (U.S. average is 9.2%), individuals below poverty level is 17.9% (U.S. average is 12.4%) and there are 22.7% of people over the age of 5 with a disability (U.S. average is 19.3%.)

The U.S. Bureau of Labor Statistics, Civilian Labor Force Estimates show that Toledo's unemployment doubled from December 2006 (6.2% when the U.S. average was 4.4%) to December 2009 (12.9% when the U.S. average was 10%.) According to The Blade, February 2, 2010, section 1, p 1, Toledo ranks as the nation's 8th poorest city with 24.7% of its residents living below the poverty line. U.S. poverty rate is 13.2%.

TLCPL will collaborate with Area Office on Aging to address the Internet needs of seniors; Lucas County Workforce Development Agency to serve the unemployed with computer/ workplace skills; Advocates for Basic Legal Equality and Neighborhood Health Association's clients whose lives will be changed by computer use and health awareness; Lucas Metropolitan Housing Authority whose residents lack transportation and access to free computers; ProMedica's access to electronic community health and preventative care.

Specifically for the Hispanic/Latino community will be classes for basic computer use and basic Internet searching, resume writing, improve literacy skills through GED classes, online job and health awareness, searching and health awareness at the @CCESS CENTER and from the cybermobile at the Mayores Senior Center.

For Blacks, TLCPL and partners will improve literacy through GED classes, beginning computer and job skills training, health awareness, legal advice, African American genealogical research, resume writing and learning about government benefits.

For those residents with impairments, Kent Branch and the cybermobile will be ADA compliant. Zoom Text, Natural Reader and Dragon software will benefit the hearing and visually impaired.

For low income and unemployed residents, TLCPL will improve skills through GED classes, basic computer and Internet use, resume writing, government benefits, and health care tips.

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Youth will enjoy the Internet café, learn from a K-12 homework helper, and enhance Internet skills that improve their life skills. Some young people will also participate in intergenerational programs.

Seniors will benefit from computer education and training, too. TLCPL will focus on necessary computer skills such as e-mail, MS Word, health information, and Internet exploration. It is among seniors that TLCPL might see the most demand for high speed home Internet access.

30. Accessibility

The existing facility was built in 1951 and was updated last in 1998. The building lacks basic amenities to support people with disabilities.

Converting the existing branch into an @CCESS CENTER and launching a cybermobile service will allow us to support underserved and disabled patrons better.

•Increase the number of handicap parking spaces.

•New entrance and access ramp to permit wheelchair bound patrons unrestricted access.

•Landing area with seating capacity (built into the ramp) to permit patrons with limited walking ability a place to stop and rest before proceeding.

•Door sensors with automatic open/close hardware.

•Wider aisles for patrons in wheelchairs, walking canes, and rolling walkers, etc.

•Interface devices (computers, self-checkout stations, printers, special shelving, etc.) mounted at ADA heights.

•Furniture that meets ADA regulations for width, depth, and height.

•Low vision software (ZoomText) to permit patrons with limited or low vision to participate in classes, use public computers, Internet, software applications, and online reference to databases.

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•Screen reading software (JAWs) to permit blind patrons to scan documents to be read back to them.

•Text-to-speech software (Natural Reader) to support patrons with learning disabilities—written text is turned into natural sounding speech, while words are highlighted as they are read.

•Voice input software (Dragon) to support patrons who have excellent audible skills but lack the motor skills to manipulate a keyboard.

•Audio reinforcement system will be installed in the ceiling of the training room to assist patrons with hearing problems.

In addition to adaptive technology mentioned above, the cybermobile will be equipped with a handicap lift to assist people entering and exiting the vehicle.

31. Other Languages

➤ None.

Outreach

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32. Public Computing Centers Outreach

For its public information and awareness campaign, TLCPL will use an integrated marketing campaign involving television, print, Web site presence, public relations and grassroots efforts to publicize the @CCESS CENTER. The goals are to reach the underserved and unemployed through non-traditional public relations efforts and to show how access to high speed Internet can spur job creation, stimulate long term economic growth and improve quality of life.

To reach the target underserved and unemployed demographic, tactics will include:

•Make presentations to prominent African American service organizations such as Alpha Kappa Alpha Sorority, Delta Sigma Theta Sorority.
•Meet with African American Ministerial Alliance pastors who can spread the word to their congregations.

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•Partner with the Greater Toledo Urban League, which offers multiple programs for seniors, single fathers, jobless and other disadvantaged groups.
•Publicize through Lucas County Workforce Development Agency, Neighborhood Health Association, and the City's Department of Neighborhoods.
•Distribute flyers to laundromats, barber shops, beauty salons, social service agencies, churches and schools.

To publicize the high speed Internet computer center, TLCPL will integrate the information through a wide variety of traditional library public relations efforts to the broader Toledo market.

•Feature and photo spread in Library Line (TLCPL magazine 23,000 circulation)
•Distribute bookmarks, flyers and posters to all Library locations.
•Place on-hold TLCPL telephone messages.
•Introduce graphics and information on TLCPL Web site toledolibrary.org
•Announce on TLCPL Facebook and Twitter accounts.
•Place notices on digital message boards at TLCPL locations.
•Send news releases to news editors and editorial boards, feature stories in publications, radio/talk show appearances, letters to community groups.

TLCPL will also promote the @CCESS CENTER using established media sponsors to the broader Toledo target market.

•WTOL – Channel 11 (CBS affiliate), TV commercials (more than 2 million viewers), station ID's, WTOL.com links (280,000 visitors per year.)
•The Blade (Toledo) (402,000 circulation) – toledoblade.com links (118,000 visitors per year)
•Toledo Free Press (115,000 circulation) – toledofreepress.com links

TLCPL will promote the @CCESS CENTER through display ads in print media to reach the broader Toledo market and newspapers with minority focus:

•The Blade – local daily newspaper
•Toledo City Paper – alternative weekly entertainment newspaper (89,200 circ)
•Toledo Free Press – weekly newspaper
•La Prensa – Hispanic focus (7,000 circ)
•Mature Living – senior focus (25,000 circ)

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• Healthy Living News – healthy lifestyle monthly (60,000 circ)
• Toledo Journal – African-American focus (22,500 circ)
• Sojourner's Truth – African American focus (70,000 circ)
• El Tiempo – Hispanic focus (5,000 circ)
• Toledo Business Journal

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

   ➤   18000

Training and Education

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34. **Peripherals and equipment**

See the Attachment K for a complete equipment list.

Workstations -- All models are subject to change based on the latest product offering at the time of purchase. All workstations will be new and original equipment manufactured by Dell. For pricing purposes, TLCPL used the Dell model 780 SFF product configured with the Intel® Core™ 2 Duo E8600 processor (3.33GHz, 6M, 1333 MHz FSB), 160 GB hard drive, 4 GB RAM, and a 17" LCD display.

Netbooks – TLCPL uses the ASUS netbook 1201N-PU17 with 2 GB RAM and 250 GB hard drive as our typical netbook. This, too, will change based on the latest product available.

ZoomText stations require a larger LCD for viewing content. TLCPL has specified a 20" LCD to display full page text.

JAWs stations require a flat bed scanner for digitizing and uploading printed materials. TLCPL has specified the Epson Perfection V-500 flatbed scanner for this purpose.

Natural Reader stations require the "typical" workstation with headphones – no special peripherals are needed.

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Dragon requires a sound card, high-end microphone, and headphones. TLCPL has specified the Dragon Naturally Speaking 10.1 standard edition software with 6-in-1 USB desktop microphone.

Networked Printers – All printers will be Laserjet-type printers. TLCPL is specifying models P4515tn, HP P2055dn, and the HP P2035n.

35. Workstation software

TLCPL currently supports 1,100 PCs for both staff and public use. The new computers for both Kent and the cybermobile will be set up with much of the same software that we currently use.

1) PUBLIC COMPUTERS – STANDARD SETUP
Operating System: Microsoft XP (SP3) – moving to Windows 7 in 2011
Administrative Tools:
•Altirus Remote Client
•Faronics DeepFreeze V-6.0
•Kaspersky Antivirus 2010 (installed on non-DeepFreeze stations)

Timing & Printing Software:
•Envisionware LPT:One
•Envisionware Reservation/Timing

Application Software:
•Microsoft Word 2007
•Microsoft Excel 2007
•Microsoft PowerPoint 2007
•Microsoft Access 2007
•Internet Explorer 8.0
•Adobe Flash Player
•Adobe Shockwave
•ZoomText Level 2 with Magnifier, Speech and Keyboard (selected stations)
•JAWs Professional w/SARA Scanning appliance and scanner (selected stations)
•Natural Reader Education Gold w/4 voices (selected stations)
•Dragon Naturally Speaking 10.1 (selected stations)

Web-based Links:

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•100+ subscription research databases
•Learning Express
•Wellness (Promedica)
•Web Junction

2)@CCESS CENTER TRAINING LAB
In addition to the software listed above, the stations in the training lab will have:
•Crestron X-Panels interface (instructor PC only) to route media sources and view student screens.
•Microsoft Outlook 2007
•Millennium Client (accessing catalog system)
•Roaming Profiles to push down desktops
•Kronos Timecard client
•Photoshop

36. Training and education programs

1. Training Provided by Staff.

For years TLCPL staff has taught classes for basic computer use, basic word processing, basic Internet use, creating e-mail accounts, and job searching skills. See Attachment P for examples of curriculum written by staff: Mouse Maneuvers, e-Mail Basic, Basic Internet and Basic WORD.

TLCPL also has Learning Express Library, an online, self-directed source of information, practice tests, exercises for GED preparation, job search and workplace skills, jobs and careers, skill building for adults, and elementary/secondary/high school classes. These are available to all computer users.

In addition, Main Library staff has developed specialized services: Retooling Your Life, Grants 101, and small business assistance.

Retooling Your Life is a one-on-one assistance service to learn about careers, job searches, creating application forms, writing resumes/cover letters, learning interview skills, going back to school, and knowing about public benefits. At Main, patrons register several weeks in advance to find an open slot. One-on-one assistance resolves patron fear and possible embarrassment of

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participating in large groups. One-on-one teaching works steadily, slowly, but successfully and is expected to grow at the @CCESS CENTER and as TLCPL replicates the model at other branches.

Grants 101 – How to write grant proposals, finding grants and financial aid for individuals and nonprofit organizations. In addition to the general information workshops, the grants librarian has partnered with the Ohio Benefits Bank (OBB) for a mobile unit that reaches several Toledo neighborhoods, including a stop at Kent Branch. OBB's counselors interview and determine the public's eligibility for financial assistance.

Small Business assistance. A librarian focuses on the needs of the small business owner by providing information sessions and delivering workshops that include starting a business, writing a business plan, financing a business, marketing, OSHA regulations, assistance during a recession, and business software like Quick Books and Excel. The business specialist has many partners, some of whom assist, sponsor and instruct workshops at TLCPL.

These specialized services can be shared from Main Library via videoconferencing to Kent's auditorium, or Main staff can present at Kent. Eventually, Main staff will train Kent staff to host some of these specialized services themselves.

2. Staff Instructors and Qualifications.

Librarians teach the classes as well as their regular library work of collection development, reference and programs. With the grant, TLCPL will hire 1.5 FTE Library Associates to assist patrons with software applications and training at the @CCESS CENTER and to do minor troubleshooting and repair. It will hire 1 FTE Library Associate and 1 FTE Driver for the cybermobile. The cybermobile driver will assist in training as needed. Managers, librarians, and library associates will teach library classes at @CCESS CENTER and on the cybermobile. They will also assist hearing and visually impaired with 4 ZoomText, 4 Natural Readers and 2 Dragons and assist at workstations that are clearly identified for wheelchairs users. The cybermobile will have one workstation that is adapted for a wheelchair as well as large screen display and the special software for the hearing/visually impaired. See attached job descriptions for library associate and driver. Library staff have many years in teaching and program development and are trained to ensure access to all patrons. See Attachment L: Library Associate I and Driver/Circulation Clerk 3 job descriptions.

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3. Training Provided by Partners

Kent Branch will hire Homework Helpers an additional 2 days for a total of 5 days per week to assist K-12 with their school assignments. A Homework Helper must have a bachelor's degree, preferably in education; previous work with children is required and the ability to relate to children and assist them with homework. Homework Helpers are paid by the Library Legacy Foundation. Kent will also regularly schedule GED classes coordinated by Owens Community College.

Many partners have expressed support to train and teach at the @CCESS CENTER. Advocates for Basic Legal Equality Inc., will hold job search workshops and information on food stamps, WIC, medical and nutrition awareness. Lucas County Workforce Development Agency will have information sessions for youth summer jobs and resume/cover letter writing. Owens Community College will teach basic computer literacy and provide technical support. Community input from our partners has identified a variety of needs that will be addressed with our increased services with this project. We will return to our partners to collaborate on shared training in response to ongoing and additional community needs and to enhance access to broadband resources, ultimately to increase job skills and job creation.

4. Lessons learned

In 2004, TLCPL staff focused on basic computer use for seniors at our Heatherdowns Branch. The regular curriculum used by staff was too advanced for beginner seniors. TLCPL staff created Mouse Maneuvers as a first class for those beginner seniors. Staff continues to use Mouse Maneuvers as a "pre" basic computer class whenever necessary.

5. Educational Objectives

TLCPL's intent is to reach 18,000 patrons who will gain knowledge on basic computer use, basic Internet use, e-mail, and job skills at the @CCESS CENTER and the cybermobile. TLCPL will count patrons who attend workshops and classes focused on enhancing their education, computer skills, and access to broadband. In order not to violate patron privacy, TLCPL will not track patrons, but will encourage patrons to respond to a printed survey about their experience.

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

   ➢ 18000

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

   ➢ 2

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

   ➢ 2

F. Project Budget

40. Project Budget	
Federal Grant Request	$2,163,655
Total Match Amount	$927,281
Total Budget	$3,090,936
Match Percent	30.0%

41. **Projects Outside Recommended Funding Range:**

   ➢ N/A

42. **Sustainability:**

TLCPL has a long history of recycling materials and practicing energy and water conservation. We achieved the first LEED certified library building in Ohio (Reynolds Corners branch in 2009) received a "silver" rating – we missed gold by 1 point. Preliminary architectural efforts suggest that the Kent Branch will also achieve a silver rating.

Sustainability for the Kent Branch will be achieved through reducing energy and water use by incorporating LEED (Leadership in Energy and Environmental Design as recognized by the U.S. Green Building Council) design requirements. The HVAC (heating, ventilating, and air

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conditioning) system and plumbing fixtures will incorporate the following features/changes to achieve this goal:

• Replace the 75% efficient boiler and three furnaces with a 95% efficient boiler and furnaces.

• Replace the existing condensing units with units that exceed the latest standards of ASHRAE 90.1 (American Society of Heating, Refrigeration and Air Conditioning Engineers) and use "environmentally friendly" R-410a refrigerant. (ASHRAE standards are the nationally accepted standards for heating and cooling buildings)

• Replace all HVAC controls to allow increased control over the system to reduce costs. The new controls will also allow for off-site monitoring of the HVAC system by the design engineer and controls contractor to allow for fine-tuning of the system for optimal efficiency.

• Provide an extended two-year warranty on the entire HVAC system to eliminate expensive service contracts.

• Replace plumbing fixtures with low water-use water closets, urinals, and lavatory faucets.

• Harvest and store rain water for irrigation of lawns and landscape plantings to eliminate the costly use of potable water.

In addition to the building systems, the computer equipment (router, switches, servers, PCs, LCDs, printers, and scanners) will be low-energy rating. Workstations will be automatically powered-up and shut down based on normal hours of operation. LED displays will go into sleep mode during non-use times and wake up as needed.

By incorporating these changes, this building should see up to 35% in cost reduction for utilities based on this building meeting the minimum requirements of ASHRAE 90.1.

43. Matching Funds	
Applicant is providing matching funds of at least 20% towards the total	Yes

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eligible project costs?	
Describe the matching contributions	NAMEAMOUNT TYPE

Toledo-Lucas County Public Library will provide a 30% CASH match or $927,281.

The following have pledged $68,000.00 in funds as part of TLCPL's match. However, TLCPL will be responsible for the total 30% match should any of our pledges default. In addition, TLCPL expects to seek $20,000 from each of two local foundations: Stranahan Foundation, Toledo Community Foundation. See Attachment H.

Private Foundations:
-Andersons Foundation -- $10,000 cash match
-Library Legacy Foundation -- $20,000 cash match

For Profit Businesses:
-Advanced Roofing -- $ 1,000 cash match
-Barron's Lawn Service -- $ 5,000 cash match
-Brooks Insurance -- $10,000 cash match
-Buckeye CableSystem -- $ 5,000 cash match
-Continental Security -- $ 1,000 Cash match
-Fifth Third Bank -- $ 5,000 cash match
-KeyBank -- $ 5,000 cash match
-Library Design -- $ 2,000   cash match
-Torrence Sound -- $ 4,000   cash match

TOTAL $68,000 |
| **Unjust enrichment** | None |
| **Disclosure of federal and/or state funding sources** | None. |

44. Budget Narrative

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Budget narrative	The project WILL NOT move forward without funding from the BTOP grant. However, we have Board approval for the match (30%) and for operational funding to sustain the project long-term. The budget detailed cost estimate information is included in the addendum section – See Attachments D, K, and N. Below is an executive summary and how it was derived. 1. Renovation/Construction: -General Construction -- $1,025,300 -Plumbing -- $69,216 -HVAC -- $199,224 -Electrical -- $215,163 -Fire Protection -- $72,000 -Technology Wiring -- $62,792 -Contingency (5%) -- $88,320 -FF&E (20%)-- $371,000 -A/E Fees -- $123,277 Subtotal: $2,226,292 2. Owner Direct Contracts and Expenses: -Building Permit Application Fee -- $3,000 -Buckeye Telesystems (20 MB for 12 months) -- $6,132 -Meyer Hill Lynch (Computer Eq. - Kent) -- $214,387 -Torrence Sound (AV Eq. - Kent) -- $117,042 -Farber Specialty Vehicles (GSA Contract) -- $250,136 -Meyer Hill Lynch (Computer Eq. - Cybermobile) -- $59,505 -AT&T or Verizon (3G or 4G LTE - Cybermobile) -- $10,000 -Building Lease (storage Farber Trailer) -- $25,122 -Technology Contingency -- $5,000 Subtotal $690,323 3. Staffing -2.5 FTEs Library Associates (Salary and Benefits) -- $125,650 -1 FTE Driver (Salary and Benefits) -- $48,671 Subtotal $174,321

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	Total $3,090,936

Renovation and Construction – TLCPL hired an A/E firm (Buehrer Group) to develop construction bid documents to renovate Kent Branch. Buehrer sent the documents to a local construction company for estimating using union wages based on current construction wage and mean schedules.

Owner Direct Contracts and Expenses – We have obtained a building permit (see Attachment O for a copy of the permit and associated filing fees), fixed quotes for the technology equipment (see Attachment K), and a GSA pricing for the cybermobile. All technology solutions (Buckeye, MHL, Torrence, Farber, and the 3G data plans) have been engineered and competitively quoted. The only unknown is the building lease to store and protect the 38' vehicle. The number was derived from a local real estate agent using fair market value.

Staffing – 3.5 full-time positions will be created from this project. We are a union shop with a labor agreement in effect through 2011. The amount stated above includes one-year employee cost for direct salary and benefits based on our 2011 labor contract. |
| **Budget reasonableness** | TLCPL and our partners have been developing the @CCESS CENTER plan since early 2009. Our efforts acknowledged the need for an outreach mobile computer center and a fixed, walk-in, public computer center—both fully equipped with high-speed broadband, digital content, computers, ADA software and amenities, and a professional staff for training and technical support.

Reasonableness of the budget has a "high probability" rating as all of the engineering, drawings, and product details are done and ready for construction. Our budget numbers were derived from working with our architect (Buehrer Group), local construction contractors, cybermobile manufacturer (Farber Specialty Vehicles), and |

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

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technology integrators (Meyer Hill Lynch, Torrence Sound, Buckeye TeleSystem, AT&T, & Verizon).

•Building construction and site plans were developed by the Buehrer Group—the construction blueprints and specifications are ready to issue.

•Local contractors submitted detailed quotes to confirm budget estimate. We have a breakdown of all of the trades, A/E fees, and a construction contingency.

•FF&E is based on 20% of the construction cost, which is an industry standard, according to our architect. We will be working with government-approved state contracts to select our FF&E items.

•Estimating accuracy of our past capital projects has been spot on. Buehrer Group knows the local market, materials, and union labor. We also have a full-time Facility Manager who has been managing capital projects for over 20 years.

•Due diligence has been done to identify hidden or unforeseen construction issues—roof cores to determine condition of existing roof system.

•Direct contracts with the manufacturer—OEM direct GSA pricing for the cybermobile

•GSA pricing for Cisco, Dell & HP components through a local authorized value-added reseller.

•PUCO (Public Utilities Commission of Ohio) regulated BTS Metro Ethernet circuit for 20 Mbps.

The only unknown is the building lease to store and protect the 38' cybermobile vehicle. The figure was derived from a local real estate

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	agent using fair market value. Staffing salary and benefits follow our APLE and CWA Agreements. It is worth noting that TLCPL has a large investment in technology (NOC) and I.T. staffing already in place. We are not requesting any in-kind services for this proposal.
Demonstration of need	Toledo-Lucas County Public Library, as a publicly supported institution, has faced a serious decline in revenue. It receives about 50% of its income from Ohio's Public Library Fund and the other half from local property tax collections. Between 2008 and 2010, TLCPL's budget lost $6.4m, representing 16.5% of its annual budget. The distressed State economy plus local house foreclosures and lowered property valuations hit TLCPL hard. In October 2009, in order to cover the shortfall, TLCPL reduced public library hours by 321.5 hours and squeezed the public's access to book collections, public computers and meeting rooms into 27% fewer hours. At the same time TLCPL's staff shrunk by 21 FTE (retirements and layoffs) and 40 part-time lay-offs, and an additional 14 FTE employees were reduced to part-time. In the same manner, every budget line item – materials, supplies, training – was reduced substantially. Ohio and Toledo may have economically bottomed out in early 2010, but any growth or revitalization is predicted to be slow and gradual. In spite of recent shortfalls, our dream of increasing public computers at Kent has been a constant for the past several years. Kent Branch is the perfect location for an @CCESS CENTER from which TLCPL can serve the underserved. The NTIA has provided a golden opportunity for TLCPL to realize its dream.

45. Funds to States/Territories

States	Amount of Federal Grant Request
Ohio	2,163,655

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Funds to States/Territories Total: $2,163,655

G. Historical Financials

46. Matching Funds			
	2007	**2008**	**2009**
Revenue	36,756,231	34,657,043	37,247,214
Expenditures	33,330,437	34,612,638	36,229,922
Net Assets	94,093,598	94,138,003	95,155,295
Change in Net Assets from Prior Year	3,425,794	44,405	1,017,292
Bond Rating (if applicable)	2006 data	2007 data	2008 data - '09 Not Ready

H. Public Computer Center Summary

47. Jobs	
How many direct jobs-years will be created from this project?	147
How many indirect jobs will be created from this project?	0
How many jobs will be induced from this project?	3

48. Methodology used to estimate jobs:

For the Library jobs, TLCPL has existing staff in both job classifications where we will add staff to the @CCESS CENTER and the cybermobile: APLE Agreement - Library Associate I and CWA agreement - Driver/Circulation Clerk III. From much past experience, we know how to estimate the number and use of staff and have job descriptions written for both positions. See Attachment L: Job Descriptions.

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Construction Staff (129) -- The field person for Buehrer judged that on a job site of this size and given the duration of 11-12 months and allowing an additional month for unforeseen situations, assuming that the contract process is the same as Buehrer did at Reynolds Corners with a general contractor and the remainder as subcontractors, Buehrer estimated that the job would put upwards of 129 people to work -- 6 from the architect's office, 74-88 workers employed under the general contractor, 10 from various utility and security companies and 25 from the material suppliers, including those individuals needed to take down and install.

Farber Vehicle -- 6 to 8 staff custom fabricating the interior per our specifications.

Technology Systems -- We expect another 10 techical staff on the project: 1 network engineer, 2 field installers, 2 PC technicians, 1 phone technician, 2 AV installers, 1 Crestron programmer, and 1 WAN router / 3G engineer.

49. Proposed # of Public Computer Centers	
Schools (k-12)	0
Libraries	2
Medical and Healthcare Providers	0
Public Safety Entities	0
Community Colleges	0
Public Housing	0
Other Institutions of Higher Education	0
Other Community Support Organization	0
Other Government Facilities	0

Total Proposed Public Computer Centers	2
Current Total Persons in Service Area	313619

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50. 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
TOTAL MINORITY SERVING INSTITUTIONS	0

51. Weekly Usage Summary	
Total Current # of Persons Served per 120-hour Business Week	100
Total Proposed # of Persons Served per 120-hour Business Week	340
Total Current # of Persons Served per 48-hour Weekend	10
Total Proposed # of Persons Served per 48-hour Weekend	20

52. Broadband Workstation Summary	
Number of Current Workstations proposed to be upgraded	23

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Total Current # of Broadband Workstations	33
Total Proposed # of Broadband Workstations	109
Average Current Facility Broadband Connection Speed	5.00 Mbps
Average Proposed Facility Broadband Connection Speed	20.00 Mbps

I. Project Readiness

53. Licenses and Regulatory Approvals

We have the building permit in hand and are ready to begun contruction.

54. Organizational Readiness

Toledo-Lucas County Public Library was founded in 1838, the oldest public library in Ohio. It is a merged city-county public library system that includes Main Library, 18 branches and Outreach Services. It has previously placed in the top 10 libraries of its population category in the Hennen's annual rankings, and it received a 4-star rating in 2009 Library Journal's annual ranking of U.S. public libraries.

TLCPL director and deputy director have teamed together since 1985, acting as change agents, making sound financial decisions, advocating excellent customer service, monitoring and adapting trends in public library services, programs and functions. They inherited a Main Library that opened in 1940, a distinctive and beautiful art deco civic structure built with assistance from the Works Progress Administration. They also inherited a successful bookmobile service started in 1937 that remains vibrant today. Under their guidance, one of the first public access computer labs in the country was opened at Main Library in 1986. In 1988, the facilities and operations manager joined TLCPL and in 1991 came the branch services manager, both of whom brought considerable professional leadership to TLCPL's management team.

The passage of a bond issue in 1995 provided plenty of opportunities for the team to work together on renovations, additions and new construction at Main Library ($45m) and all 18

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branches ($1-$3m). In 1998, TLCPL hired a technology consultant to assist with the upgrades. The consultant joined TLCPL as the FTE information technology manager in 2006. His experience and understanding of technology implementation and trends added the necessary expertise to the team. This strong, mature team has managed library projects large and small and knows how to pack, empty and store the contents of a library building, as well as how to bring everything back and get it in order for the public. Other management team members, the finance manager, outreach services manager and Kent Branch manager have had significant experience before they were hired by TLCPL and are strong, capable additions to the project work team. The project work team is prepared to implement, operate and sustain the public computer center now and into the future, because it has the necessary experience and expertise. Buehrer Group Architecture & Engineering, Inc. is a strong partner, with whom we have had several successful building projects in the past, at Maumee Branch, Main Library and Reynolds Corners Branch.

55. Project Timeline and Challenges

Total timeline duration is targeted at 20 months with substantial completion within 13 months – see the Attachments for a detailed timeline.
Our project is at "shovel ready" phase for both Kent and the cybermobile. All preliminary work is done including receipt of a building permit. Upon BTOP notification, we are ready to release bid documents.

1st Quarter:
•Issue Construction RFP – TLCPL will issue construction contracts following a public bid process, evaluation, and Board award.
•Construction Contracts – Negotiate contracts which will include prevailing wage schedule, performance bonds, insurance certificates, milestones, jobsite procedures, reporting requirements, etc.
•Shop Submittals – Receive, review, and approve contractor submittals.
•Close Branch – Marketing campaign to inform the public that Kent branch will be closing for renovation.
•Packing – Staff to box up collections, existing computer equipment, furniture, etc. and place is storage.
•Construction Mobilization – Setup construction trailers, temporary power, phones, parking, and delivery area.

2rd thru 4th Quarters:

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•Construction Phase – Supervise renovation during demolition, mechanical, plumbing, electrical, roofing, etc. Hold weekly construction job site meetings and status reports.
•Building Inspections – Work with the local planning department and their inspectors for approvals.
•Progress Payments – Review contractor invoices, sign for approval, and issue checks.
•FF&E – Release purchase orders to furniture supplies for ADA computer desks, chairs, and other FF&E furnishings.
•Signoff on construction.

5th and 6th Quarters:
•Building Infrastructure – Review as-builts and test documentation to confirm CAT 6 data drops meet 802.11 specifications.
•Confirm BOM – Review original design and equipment proposed. Update equipment bill-of-materials with the latest products and pricing.
•Equipment Purchases – Work with technology integrators and issue P.O.s for vehicle, WAN upgrade, network electronics, computers, printers, software, and AV system.
•3G vs. 4G LTE – Work with carriers to determine best coverage and broadband speed for broadband air cards.
•Technology Installation – Work with the integrators to setup, connect, and final configure the WAN, router, servers, switches, computers, software, internet, etc. for fully functional system.
•Staffing and Hiring – Release job descriptions to hire 3.5 full time employees.
Challenges – With the bulk of the planning (partners, funding match, curriculum, and staffing) and engineering (construction plans, technology drawings, bill-of-materials, and pricing) completed, we believe the project will proceed as planned. Of course, hidden construction conditions and local labor are always elements that we cannot control. However, we have been in touch with the local unions and feel that the local job market and prevailing wage schedules will remain stable for this project.

56. SPIN Number

Buckeye TeleSystem, Inc. is the only contractor that has a SPIN number. Their number is 143005290

J. Environmental Questionnaire

57.   Does this PCC application have construction or ground disturbing activities?

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Yes

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.

58. **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.**

N/A -- Skip to 16 Part 2 Section per NTIA direction.

59. **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?**

No

60. **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

N/A -- Skip to 16 Part 2 Section per NTIA direction.

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

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

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63. **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.**

64. **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?**

K. Environmental Questionnaire – Part 2

65.   **Project Description**

Renovations to a 1951 building which was originally designed for other activities currently houses the Kent Branch of the Toledo-Lucas County Public Library. A new entry and a softening of the ground immediately adjacent to the existing building will occur. A three-sided courtyard will be in-filled creating a new accessible entry to the Library. The library collection and staff locations have been rearranged to offer the patrons an enhanced library experience and to accommodate expanded access to technology.

66. **Property Changes**

Per City of Toledo information gained through the auditor's records, the property is under the ownership of the Toledo-Lucas County Public Library and is not owned nor managed by the federal government. The current use of the land is the Kent Branch Library, and the property is zoned RM36 – Multi-Family residence. Approximately 0.65 acres of the site will be disturbed during the project.

67. **Buildings**

The existing building has a footprint of 16,800' sq. including an 1,800' sq. auditorium.

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68. Wetlands

After consulting the U.S. Fish and Wildlife Services' National Wetland Inventory Web site, it was determined that the site contains no designated wetlands, nor is it located near any currently known wetlands.

69. Critical Habitats

After reviewing the documents as obtained from the U.S. Fish and Wildlife Service and reviewing the candidates listed as endangered species, and after spending considerable time on the Kent Branch site and knowing that only a very small portion (0.65 acres) will be disturbed, no evidence of endangered or threatened species was found. See Attachment Q.

70. Floodplain

After consulting the National Flood Insurance Maps, it was determined that the site is located in a Zone X region, which is outside of the 100- and 500-year floodplain

71. Protected Land

An area designated as Toledo's first historic neighborhood and one of three identifiable historic districts within the boundaries of the city, the Old West End was the largest area of Victorian homes dating from the later part of the 1800's ever to be taken into the National Register of Historic Places. The building which houses the Kent Branch was constructed in 1951 and presents no adverse affects to the neighborhood whose boundaries extend just shy of the south of the project area. Correspondence has been established with the Ohio Historic Preservation Office, and the necessary forms have been taken out for a 106 historic district review. Included in this submission is a copy of both email correspondence and the 106 application indicating our best intentions.

Regarding the project being located on tribal Indian lands and knowing the history of the immediate area, it is sufficient to assume that no Indian reservations exist in this .
See Attachment Q - maps of this project in relationship to the Old West End Historic District. The steel frame stone clad structure constructed in 1951 has been well maintained. The site is modest but proportional to an inner city property. Its location within the neighborhood anchors one of the main intersections on whose opposites corner contains a church, a school and a bank.

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72. Coastal Area

After consulting the National Oceanic and Atmospheric Administration, Office of Ocean and Coastal Resource Management, Coastal Zone Management Maps, it was determined that the site does not fall within a coastal management zone.

73. Brownfield

Since the site has been in continuous use since the 1950's, first as a medical library building and then used by other professional organizations, and by Toledo-Lucas County Public Library since 1975 as a public library, it is not likely that this is a brownfield site.

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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	Attachment A - Resumes and Org Charts.pdf	Danziger, Margaret	03/09/2010
Government and Key Partnerships	Attachment H - Govt and Key Partners.pdf	Danziger, Margaret	03/11/2010
Historical Financial Statements	Attachment B - Historical Financial Statements.pdf	Danziger, Margaret	03/09/2010
Public Center Detail	Attachment C - PCC Detail.xls	Danziger, Margaret	03/11/2010
Detailed Budget	Attachment D - Detailed Budget.xls	Danziger, Margaret	03/11/2010
BTOP Certifications	Attachment E - BTOP Certification.pdf	Danziger, Margaret	03/11/2010
SF424 Budget (A or C)	Attachment F - SF424 C Budget Summary_0001.pdf	Danziger, Margaret	03/11/2010
SF424 B and D Assurances	Attachment G - SF424 D Assurances.pdf	Danziger, Margaret	03/11/2010

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Supplemental Information	Attachment I - Class Schedules.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment J - Construction Drawings and Details.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment K - WAN, Diagrams, and BOM.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment L - Job Descriptions.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment M - Project Timeline.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment N - Board Motion and Legal Opinion.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment O - Building Permit.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment P - Curriculum Outline.pdf	Danziger, Margaret	03/11/2010
Supplemental Information	Attachment Q - Environmental Conditions.pdf	Danziger, Margaret	03/11/2010

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