



Minnesota Multi-Purpose Community Facility Projects Grant to Support Community Revitalization, Connectedness and Equity by Promoting Education, Work and Health – FY25

Competitive Grant Opportunity Application

Application Coversheet

1. Applicant Information

Legal name of applicant organization: Northfield Public Library

If district or charter school applicant, enter organization number:

Address: 210 Washington St.

City, state, and ZIP code + 4: Northfield MN 55057+ 2069

Total grant amount request: 347,000

2. Required Identification Numbers

Minnesota SWIFT vendor ID number: 0000197703

Federal UEI number: E62SJ5U8K4Q6

3. Contact Information

Identified Official with Authority (IOWA) to Sign

Instructions: Enter the contact information of the person who will sign the application in the signature section.

Name of official with authority to sign: Natalie Draper

Title: Library Director

Phone number: 507-645-1801

Email: Natalie.draper@northfieldmn.gov

Primary Program (PM) Contact Information

Name of primary program contact: Natalie Draper

Title: Library Director

Phone number: 507-645-1801

Email: Natalie.draper@northfieldmn.gov

Business Manager (BM) Contact Information

Name of business manager: Natalie Draper

Title: Library Director

Phone number: 507-645-1801

Email: Natalie.draper@northfieldmn.gov

4. Location of the funded project and applicant type (required)

Type an X to indicate your response. Is your funded project located within:

Seven County Twin Cities Metro Area (Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties)

or

Greater Minnesota

Please select which region (counties listed):

Central Minnesota/ Initiative Foundation (Benton, Cass, Chisago, Crow Wing, Isanti, Kanabec, Mile Lacs, Morrison, Pine, Sherburne, Stearns, Todd, Wadena, Wright)

Northwest Minnesota (Beltrami, Clearwater, Hubbard, Kittson, Lake of the Woods, Mahnommen, Marshall, Norman, Pennington, Polk, Red Lake, Roseau)

Southern Minnesota- South Central & Southeastern (Blue Earth, Brown, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Le Sueur, Martin, Mower, Nicollet, Olmsted, Rice, Sibley, Steele, Wabasha, Waseca, Watonwan, Winona)

Southwest Minnesota (Big Stone, Chippewa, Cottonwood, Jackson, Kandiyohi, Lac qui Parle, Lincoln, Lyon, McLeod, Meeker, Murray, Nobles, Pipestone, Redwood, Renville, Rock, Swift, Yellow Medicine)

West Central Minnesota (Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse, Wilkin)

Northeast Minnesota/ Northland (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis)

If the community facility project site is different from the applicant address, please indicate:

Site name:

Address:

City, state, and ZIP code + 4:

Please indicate what type of eligible entity the applicant is. Type an X to indicate your response:

Family resource center

Full-service community school

Library

Childcare and early learning facility

Community center

Other eligible entity, please explain:

Does the site of your community facility project have open access to the public? Type an X to indicate your response.

Yes

No

Please explain:

5. Federal Funding Accountability and Transparency Act

Respond to the following two questions if your potential federal grant award will come from **federal funding** and be \$30,000. This information is required for us to meet our reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA).

1. In your organization's preceding fiscal year, did the organization receive 80 percent or more of its annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements; and \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, sub-grants, and/or cooperative agreements? Type an X to indicate your response.

Yes

No

2. If you answered **yes** to the question above, does the public have access to information about the compensation of the executives in your organization through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986. To determine if the

public has access to the compensation information, see the [U.S. Security and Exchange Commission total compensation](#) filings. Type an X to indicate your response.

Yes

No

If you responded **no** to question 2, we may need additional information from you for reporting.

6. Signature Section

Submit the completed and signed application coversheet, along with the application narrative and budget, to mde.compgrants@state.mn.us. no later than 5 p.m. Central Time on January 3, 2025.

Signature and Date of the Identified Official with Authority to sign (IOwA)

By signing below, I certify I have read the application (narrative, assurances, budget) and will comply with the approved application and assurances herein and additional state, local, federal regulations and policies that apply to my organization. The submission of inaccurate or misleading information may be grounds for disqualification from the grant award and may subject me/my organization to suspension or debarment proceedings, as well as other remedies available to the State, by law.

Name and Title: Natalie Draper, Library Director

Date: 12/20/2024

Signature: _____

A handwritten signature in black ink that reads "Natalie Draper". The signature is written in a cursive style and is positioned above a horizontal line that serves as a signature line.

Assurances

The applicant, by signing the application submitted to the state of Minnesota, certifies they have read all application documents, including any revised documents. The applicant agrees to comply with the approved application and all federal, state, and local laws, ordinances, rules and regulations, public policies herein and all others as applicable.

1. Survival of Terms

The following clauses below survive the expiration or cancellation of this award: 4D) State and Federal Audits; 5) Liability; 6) Ownership of Materials and Intellectual Property Rights; 7) Publicity and Endorsement; 8) Government Data Practices and Disclosure of Breach in Security; 9) Data Disclosure; and 12) Governing Law, Jurisdiction and Venue.

2. Use of Funds

The use of funds shall be limited to that portion identified in the application materials and the attached application and by any applicable state or federal laws. Funds may not be used for gifts or novelty items (unless individually and specifically approved by the state of Minnesota) or for payments to vendors displaying exhibits for their profit. Funds should support the purpose and activities approved in the application. Funds must not be used to benefit state employees, or to reimburse them for any of their expenditures, including travel expenses, alcohol purchases, costs of registration fees for training sessions or educational courses presented or arranged, payments to state employees for presentations at workshops, seminars, etc., whether on state time, vacation time, leave of absence or any other non-work time.

- A. The grantee, in the conduct of activities under this award, shall submit such reports as may be required by written instructions of the state of Minnesota within the times required by it. The state of Minnesota reserves the right to withhold funding if reporting requirements are not met. The grantee must promptly return to the state of Minnesota any unexpended funds not accounted for in the financial report due to the state of Minnesota at grant closeout.
- B. The grantee shall present reports to the Commissioner of the Department of Education or the state of Minnesota's Authorized Representative. At the Commissioner's discretion, these reports may be presented at departmental, legislative, other state agency or public meetings where the grantee shall be available to explain the project and respond to questions.
- C. Reimbursement for travel and subsistence expenses actually and necessarily incurred by grantee in performance of this project will be paid if allowed in the approved budget, provided that the grantee shall be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than in the current "Commissioner's Plan," promulgated by the Commissioner of Minnesota Management and Budget (MMB). The grantee will only be reimbursed for travel and subsistence outside Minnesota if it has received prior written approval for such out-of-state travel from the State of Minnesota. The current [Commissioner's Plan](#) can be viewed to obtain current maximum expense

reimbursement rates. Exceptions to these travel rates are those that may be negotiated with the University of Minnesota.

3. Equipment

Upon termination of the award, the State of Minnesota shall have the right to require transfer or return of any equipment purchased during the award grant period using these grant funds.

4. Financial and Administrative Provisions

A. Allowability of Costs

The allowability of costs for federal funding incurred under this award shall be determined in accordance with the procedures and principles given in the federal Office of Management and Budget (OMB) circulars located in [2 Code of Federal Regulations \(CFR\), Part 200](#) and/or as in the approved budget and/or specific legislation.

For all funds, no claim for materials purchased more than budget categories or program services not specifically provided for in this award by the grantee will be allowed by the state of Minnesota unless approved in writing by the state. Such approval shall be a modification of the award. There may be additional limitations on allowable costs, which shall be noted in the award.

A grantee hosting a meeting or conference may not use federal grant funds to pay for food for attendees unless it is necessary and reasonable to accomplish a legitimate meeting, conference business for approved grant activities. Budget allocations for food must be approved by the Minnesota Department of Education (MDE). Example: A working lunch might be allowable to ensure full participation by attendees and if training continues during the lunch. Funds may not be used for entertainment, alcohol purchases or gifts. Refer to the applicable federal uniform guidance for cost principal information.

A meeting or conference hosted by a grantee and charged to the grant must not be promoted as a U.S. Department of Education conference.

Please refer to the [Capital Projects Fund Guidance](#) for additional information on allowability of costs.

B. Records

The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature. The grantee shall use generally accepted accounting principles. The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:

1. The six-year retention period shall commence from the date of submission of the final expenditure report.
2. If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
3. The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

C. Examination

The State of Minnesota or its representative or the federal administering department (when applicable) shall have the right to examine books, records, documents and other evidence and accounting procedures and practices, sufficient to reflect properly all direct and indirect costs and the method of implementing the award. The grantee shall make available at its office and at all reasonable times before and during the period of record retention, proper facilities for such examination and audit.

D. State and Federal Audits

Under [Minnesota Statutes 2023, section 16B.98, subdivision 8](#), the grantee's books, records, document, and accounting procedures and practices relevant to this grant are subject to examination by the Commissioner, the state of Minnesota and/or the state auditor or legislative auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state retention requirements, whichever is later. If federal funding, all grantees are subject to retention requirements related to audits.

If the grantee (in federal Office of Management and Budget (OMB) Circular language known as "subrecipient") receives federal assistance from the state of Minnesota, it will comply with the applicable single audit requirements. The grantee will provide copies of the single audit reporting package upon request.

E. State Requirements

- The grantee will comply with required grants management policies and procedures set forth through [Minnesota Statute 16B.97, Subdivision 4 \(a\) \(1\)](#) and requirements in [Minnesota Statute 16B.981](#).
- Pursuant to [Minnesota Statute 16B.98, Subdivision 1](#), the grantee agrees to minimize administrative costs as a condition of this grant.
- The grantee certifies they are not suspended or debarred in MN: [Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](#).
- The grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant closeout.

5. Liability

Grantee agrees to indemnify and save and hold the state of Minnesota, its agents, and employees harmless from any and all claims or causes of action, including all attorneys' fees incurred by the state arising from the performance of the award by grantees, agents or employees. This clause shall not be construed to bar any legal remedies grantee may have for the State of Minnesota's failure to fulfill its obligations pursuant to the award and subsequent awards.

6. Ownership of Materials and Intellectual Property Rights

A. Intellectual Property Rights

The State of Minnesota shall own all rights, title, and interest in all the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and paid for under the award. Works means all inventions, improvements, discoveries (whether patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents, or subcontractors in the performance of this award. The documents will be the exclusive property of the State of Minnesota and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the State of Minnesota. The grantee, at the request of the state of Minnesota, shall execute all papers and perform all other acts necessary to transfer or record the State of Minnesota's ownership interest in the works and documents.

B. Notification

Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the State of Minnesota's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.

C. Representation

The grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the works and documents are the sole property of the state of Minnesota, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities.

Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state of Minnesota, at the grantee's expense, from any action or claim brought against the state of Minnesota to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others.

The grantee will be responsible for payment of all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the

state of Minnesota's opinion is likely to arise, the grantee, must at the state of Minnesota's discretion, either procure for the state of Minnesota the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state of Minnesota will be in addition and not exclusive of other remedies provided by law.

7. Publicity and Endorsement

Any publicity given to the program on, publications or services provided resulting from the award, including, but not limited to, notices, informational pamphlets, press releases, research, website pages, reports, signs and similar public notices prepared for the grantee or its employees individually or jointly with others or any subrecipients, shall publicly identify the state of Minnesota as the sponsoring agency and identify the source of funding. The publicity described may only be released with the prior approval of the state of Minnesota's authorized representative.

The applicant/awardee must not claim that the state of Minnesota or the federal Department of Education endorses its products or services. See a sample statement below:

Example: The contents of this publication, film, or conference do not necessarily represent the policy of the U.S. Department of Education or the Minnesota Department of Education and you should not assume endorsement by the federal or state government.

See the sample publicity statement below for citing the funding source below:

Example: This training is partially funded with a grant from the Minnesota Department of Education using federal funding, CFDA 84.027A, Special Education - Grants to States.

8. Government Data Practices and Disclosure of Breach in Security

The grantee and the state of Minnesota must comply with the [Minnesota Government Data Practices Act](#), [Minnesota Statutes, Chapter 13](#), as it applies to all data provided by the state of Minnesota under the award, and as it applies to all data created collected, received, stored, used, maintained or disseminated by the grantee under the award. The civil remedies of [Minnesota Statutes 2023, section 13.08](#) apply to the release of the data referred to in this paragraph by either the grantee or the state of Minnesota.

If the grantee receives a request to release the data referred to in this paragraph, the grantee must immediately notify the state of Minnesota. The state of Minnesota will give the grantee instructions concerning the release of the data to the requesting party before the data is released.

[Minnesota Statutes 2023, section 13.055](#), applies to all government entities in Minnesota, not just state agencies. This applies to all school districts and charter schools. Government entities must notify individual data subjects when nonpublic data about them has been the subject of a breach of security of the data.

9. Data Disclosure

Under [Minnesota Statutes 2023, section 270C.65, subdivision 3](#), and other applicable laws, the grantee consents to disclosure of its SWIFT Supplier ID (formally known as SWIFT Vendor ID), Social Security number, UEI number, federal employer tax identification number and/or Minnesota tax identification number, already provided to the state of Minnesota, to federal and state tax agencies and state personnel involved in the payment of state obligations. These numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the grantee to file state tax returns and pay delinquent state tax liabilities, if any.

10. Worker's Compensation

Grantee certifies that it is in compliance with [Minnesota Statutes 2023, section 176.181, subdivision 2](#), pertaining to workers' compensation insurance coverage. The grantee's employees and agents will not be considered state employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party because of any act or omission on the part of these employees are in no way the state of Minnesota's obligation or responsibility. (Exemption/Waiver as allowed under law.)

11. Antitrust

Grantee hereby assigns to the State of Minnesota all claims for overcharges as to goods and/or services provided in connection with the award resulting from antitrust violations which arise under the antitrust laws of the United States and the antitrust laws of the State of Minnesota.

12. Governing Law, Jurisdiction and Venue

Minnesota law, without regard to its choice-of-law and provisions, governs the award. Venue for all legal proceedings arising out of the award, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

13. Lobbying

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 2 Code of Federal Regulations (CFR), Part 200, the grantee when signing the application, certifies that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal award, and the extension, continuation, renewal, amendment or modification of any federal grant.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, the applicant/grantee shall complete and submit a Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The grantee shall require that the language herein shall be included in any award documents for all subawards at all tiers (including subgrants, contracts under award, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

14. Debarment, Suspension, and Other Responsibility Matters

As required by [Executive Order 12549](#), Debarment and Suspension, and implemented at 2 CFR 180.200 or amendments thereto, for prospective participants in primary covered transactions.

The grantee certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;
2. Have not within a three-year period preceding this application or award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (2)(b) of this certification; and,
4. Have not within a three-year period preceding this application had one or more public transaction (federal, state or local) terminated for cause or default.

15. Drug-Free Workplace (Awardees Other Than Individuals)

As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an on-going drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The grantee's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1)
4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:

- a. Abide by the terms of the statement; and,
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

16. Transferability

The grantee shall not transfer or assign to any party or parties any right(s), obligation(s) or claim(s) under the award without the prior written consent of the state of Minnesota. It is understood, however, that the grantee remains solely responsible to the state of Minnesota for providing the products and services described.

17. Time

In the performance of this grant, time is of the essence. The grantee must comply with the time requirements described in the application and award and inform the grantor of any potential long-term delays or changes affecting those timelines.

18. Nondiscrimination

The grantee will comply with nondiscrimination statutes.

1. Grantees will follow the Civil Rights Act of 1964, and amendments thereto which prohibits discrimination based on race, color, or national origin.
2. Section 504 of the Rehabilitation Act of 1973, and amendments which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex in education programs.
4. Age Discrimination in Employment Act of 1975 and amendments.
5. In addition, per federal CFR 200.415, Agreement of Applicant, which states that prior to the Commissioner's issuance of any commitment or other loan approval, shall agree, by signing the application, (in a form prescribed by the Commissioner), that there shall be no discrimination against

anyone who is employed in carrying out work receiving assistance pursuant to this chapter, or against an applicant for such employment, because of race, color, religion, sex, handicap, age or national origin. [Minnesota Statutes 2023, Chapter 363A. Human Rights.](#)

19. Pre-Award Work and Pre-Award Costs

The grantee understands that no work should begin until all required signatures have been obtained, an Official Grant Award Notification (OGAN) has been issued, or other award documentation has been received and the grantee is notified to begin work by the state's program authorized representative or their designee.

Below is a non-exhaustive list of eligible costs:

- Costs associated with completing the grant or Application and Grant Plan.
- Pre-project development costs and uses, including data-gathering, feasibility studies, community engagement and public feedback processes, equity assessments and planning, and needs assessments; permitting, planning, architectural design, engineering design, and work related to environmental, historical, and cultural reviews.
- Costs of repair, rehabilitation, construction, improvement, and acquisition of real property, equipment (e.g., devices and office equipment), and facilities (e.g., telecommunications equipment, including infrastructure for backhaul, middle, and last mile networks.)
- Cost of long-term leases (for terms greater than one year) of facilities required to provide qualifying broadband service, including indefeasible right-of-use (IRU) agreements and capital leases.
- Personnel costs including salaries and fringe benefits for staff and consultants required for carrying out a Capital Project (such as project managers, program directors, subject matter experts, equity consultants, grant administrators, financial analysts, accountants, and attorneys.)
- Ancillary costs necessary to operationalize and put the capital assets to full use, including costs to increase broadband adoption and improve digital literacy.
- Costs associated with monitoring of and reporting on Projects in compliance with Treasury requirements, including award closeout costs.
- Costs associated with collecting and measuring performance data and conducting activities needed to establish and maintain a performance management and evaluation regime related to Projects funded by the Capital Projects Fund program.

Below is a list of ineligible Project Costs:

- Acquisition of spectrum licenses
- Operating expenses, other than grant administration costs
- Short-term operating leases
- Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to March 15, 2021
- Fees or issuance costs associated with the issuance of new debt
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding

- To support or oppose collective bargaining. This does not affect the ability to use funds to comply with 41 C.F.R. 60-1.4

20. Grantee's Grant Program Representative

The applicant's Program Contact Representative will be named on the OGAN or other award information. If the Program Contact Representative or official with authority to sign changes at any time during the grant award period, the applicant/grantee must immediately notify the state of Minnesota.

21. Delinquent State or Federal Debt

As an applicant, you are not delinquent on the repayment of any federal debt. If delinquent in state debt, payments shall not be made by the state agency to the vendor until the commissioner notifies the agency the vendor is no longer a delinquent taxpayer or as otherwise indicated under [Minnesota Statutes 2023, section 270C.65, subdivision 3](#).

22. Cancellation Without Cause

An award contract may be cancelled by the state of Minnesota at any time, with or without cause, upon thirty (30) days' written notice to the grantee. Upon termination, the grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.

23. Cancellation with Cause

The state of Minnesota may cancel an award contract immediately if the state of Minnesota finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state of Minnesota may take action to protect the interests of the state of Minnesota of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

24. Cancellation Due to Discontinued or Insufficient Funding

It is expressly understood and agreed that in the event the funding to the state of Minnesota from federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state of Minnesota to the grantee. The state of Minnesota is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state of Minnesota will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state of Minnesota must provide the grantee notice within a reasonable time of the state of Minnesota receiving notice.

25. Termination of Grant Agreements

The Commissioner of Administration may unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the state of Minnesota. This is described in [Minnesota Statutes 2023, section 16B.991, subdivision 2](#), and [Minnesota Laws, Chapter 62, Article 7, Section 12](#).

26. Cancellation Due to Failure to Comply

The state of Minnesota may cancel an award contract immediately if the State finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

27. Conflict of Interest

In accordance with the [Minnesota Office of Grants Management Policy 08-01](#), the grantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or present the appearance of personal or organizational conflicts of interest, or personal gain. Grantees will maintain and implement written standards of conduct covering conflicts of interest.

28. Voter Registration Services

The commissioner or chief administrator officer of each state agency or community-based public agency or nonprofit corporation that contracts with the state agency to carry out obligations of the state agency shall provide voter registration services for employees and the public. Refer to [Minnesota Statutes 2023, section 201.162, Duties of State Agencies](#), for the complete statute.

29. Minimizing State Funded Administrative Costs

Under [Minnesota Statutes, section 16B.98](#), Grants Management Process, if a grant is funded from an appropriation of State funds, the recipient of the grant must agree to minimize administrative costs.

30. Supplanting

Grant funds shall not be used to supplant salaries and wages normally budgeted for an employee of the applicant/agency. Total time for each staff position paid through various funding streams financed in part or whole with grant funds shall not exceed one Full Time Equivalent (FTE), except in certain situations. The grantee may allow staff to work on extended day assignments, such as, after school programs, special education services or other projects, if necessary, or allowable under funding. The grantee must be prepared to disclose all required supporting documentation for salaries paid for their employees.

31. Uniform Municipal Contracting Law – Counties, Schools, Cities – Supplies/Construction

[Per Minnesota Statutes, section 471.345](#), grantees that are municipalities as defined in Subdivision 1 must follow service contracting and bidding requirements as stated including prevailing wage rules for construction work of \$25,000 or more. Support documentation for the procurement processes must be retained.

Support document for the procurement processes must be retained regardless of the source of funding.

32. Contracting

Contracting Requirements

- A. Municipalities are encouraged to utilize [Minnesota Statutes 2022, section 471.345](#), subdivision 8 for targeted business procurement where available. Municipalities must not contract with vendors who are suspended or debarred in MN: [Suspended/Debarred Vendors / Minnesota Office of State Procurement \(mn.gov\)](#)
- B. Support documentation for the procurement processes must be retained regardless of the source of funding.
- C. Support documentation for the procurement processes must be retained regardless of the source of funding.
- B. Grantees that are nongovernmental entities must use these guidelines for approved grant budget contracted services based on these thresholds:
 - A. \$100,000 or more must undergo a formal notice and bidding process.
 - B. Between \$25,000 and \$99,999 must be competitively awarded based on a minimum of three (3) verbal quotes or bids.
 - C. Between \$10,000 and \$24,999 must be competitively awarded based on a minimum of two (2) verbal quotes or bids or awarded to a targeted vendor.
 - D. For grant-funded projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statutes 2023, section 177.41 through section 177.44](#). The bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
 - E. The grantee must take all necessary affirmative steps to assure that targeted vendors from businesses with active certifications through these entities are used when possible:
 - i. [State Department of Administration's Certified Targeted Group, Economically Disadvantaged and Veteran-Owned Vendor List](#).
 - ii. Metropolitan Council's Targeted Vendor list: [Minnesota Unified Certification Program](#).
 - iii. Small Business Certification Program through Hennepin County, Ramsey County, and City of St. Paul: [Central Certification Program](#).

- F. Notwithstanding B (a) – (e), the State may waive bidding process requirements when it is determined there is only one legitimate or practical source for such materials or services and that grantee has established a fair and reasonable price.
- G. The grantee must maintain:
 - i. Written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
 - ii. Support documentation of the purchasing and/or bidding process utilized to contract services in their financial records, including support documentation justifying a single/sole source bid, if applicable.

The grantee must not contract with vendors who are on the [Suspended/Debarred Vendor Report](#).

Domestic preferences for procurements

As appropriate and to the extent consistent with law, the non-federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited, to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

33. Amendments

Any amendment to an award must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant award or assurances, or their successors in office.

34. Financial and Grantee Capacity Review

[Minnesota Statute 16B.981/Chapter 62 - MN Laws, Article 7, Section 11](#) requires that a pre-award risk assessment is conducted for grant awards.

All grantees as defined in Minnesota Statute 16B.981 Subdivision 1 (c) applying for grants in the state of Minnesota must undergo a financial and capacity review prior to a grant award of \$50,000 and higher.

To comply with this requirement, the following information and documents will need to be submitted, as applicable, before the grant award notification is fully executed:

- I. Capacity Responses: All potential grantees: Exhibit C**
 - Please describe your history of performing the work that will be funded by the grant:
 - This includes describing your organization’s current staffing and current budget.
- II. Certification: No current principals have been convicted of a felony financial crime in the last ten years: All potential Grantees: Exhibit D.**
- III. Evidence of good standing: For-profit and nonprofit potential grantees: Exhibit E.**
 - For-profit and nonprofit grantees: Filed and up to date with the Secretary of State.

IV. Nonprofit grantees as applicable: Exhibit F

- Most recent Form 990 or Form 990-EZ
- Most recent audited financial statement of a charitable organization which has received total revenue more than \$750,000 for the 12 months of operations covered by the statement per [Minnesota Statute 309.53](#)
- Most recent board-reviewed (or managing group if applicable) financial statements, description of internal controls over business expenditures and outcomes of the grant funds (if awarded grant) and evidence of exemption as referenced in Exhibit F.

V. For-profit Certification Disclosure and required documents: Exhibit G

- Most recent federal and state tax returns:
- If not in business long enough to have a tax return, description of internal controls over business expenditures and outcomes of the grant funds (if awarded grant) as referenced in Exhibit G
- Current financial statements
- Certification that business is not under bankruptcy proceedings
- Disclosure of any liens on assets

Based on Minnesota Statute 16B.981/[Chapter 62 - MN Laws](#), Article 7, Section 11, Subd. 3-5 establishes the authority for Minnesota Department of Education to:

- Provide or require enhanced grant oversight
- Request additional information from a potential grantee to determine whether there is a substantial risk that the potential grantee cannot or would not perform the required duties of the grant
 - The potential grantee has 30 business days to respond
- Develop a plan to address the risk or concerns identified
- Not award the grant.
 - The Minnesota Department of Education must provide notice of this determination to not award the grant to the potential grantee and the Commissioner of Administration.
 - The notice must include the following:
 - The reason for postponing/not awarding the grant
 - The timeline for the process for contesting the agency's decision

35. Other Provisions

- a. When a grant includes the production of a report or other publication and this publication may be posted on the Minnesota Department of Education's website, that document must adhere to all department communication's policies, available upon request from the Communication Division.
- b. The grantee shall cooperate with the state of Minnesota when enforcing applicable Minnesota Office of Grants Management policies and statutes.
- c. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget, and Program, or as approved in the OGAN or other award documentation.
- d. Grantees and subcontractors receiving grants exceeding \$100,000 must comply with all applicable standards, orders, or requirements under section 306 of the Clean Air Act, section 508 of the Clean Water Act and Environmental Protection Agency regulations (40 CFR, part 15).
- e. The grantee must promptly return to the state of Minnesota any unexpended funds that have not been accounted for in a financial report to the State of Minnesota due at grant closeout.

- f. The grantee shall comply with all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- g. Grantees will submit reports and comply with the terms as outlined in the Official Grant Award Notification (OGAN), other award document and relevant legislation.

36. Programmatic Assurances

Program Income Reporting

- Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period must be used for the purposes and under the conditions of the federal award. The U.S. Department of the Treasury's Capital Projects Fund prescribes the "additive" approach to program income for multi-purpose community facilities.

Publicly Accessible

- Grantees may not charge a fee from individuals and communities intended to benefit (primary beneficiaries) from the funded project during the performance period or thereafter.

37. Federal Provisions

- a. The grantee assures that if the award involves federal funding, the reimbursement of expenditures is in compliance with all program provisions, relevant provisions of the Cash Management Improvement Act (CMIA) of 1990 (Public Law 101-453) as amended by the CMIA of 1992 (Public Law 102-589), codified at 31 U.S.C. 6501 and 31 U.S.C. 6503; all current Office of Management and Budget circulars and cost principles provided in [2 C.F.R. § 200 subpart E](#).
- b. Grantee, if a political subdivision of the state and funded with federal dollars, will consider the federal Resource Conservation and Recovery Act of 1976 in all procurement transactions. The objectives of the Resource Conservation and Recovery Act (RCRA) are to protect human health and the environment from the potential hazards of waste disposal to conserve energy and natural resources, to reduce the amount of waste generated, and to ensure that wastes are managed in an environmentally sound manner.
- c. Federal grant recipients, subrecipients and their grant personnel are prohibited from text messaging while driving a government owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or email when driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", October 1, 2009.
- d. Grantees funded with federal funding must follow CFR 200.308, Revision of Budget and Program or as approved in the OGAN or other award documentation.
- e. Non-federal entities with federal grants must implement internal control processes as referenced in CFR 200.61 and 200.62.
- f. Non-federal entities with federal grants will take reasonable measures to safeguard protected personally identifiable information as well as any information that the federal awarding agency or pass-through designates as sensitive. Refer to federal regulation 200.303, Protected Personally Identifiable Information means as individual's first name or first initial and last name in combination with any one or more type of information such as social security number, credit card numbers, place of birth.
- g. The non-federal entity using federal funding when contracting must take all necessary affirmative steps to assure that minority businesses, women's business enterprises and labor surplus area firms are used when possible. Refer to 2, CFR 200.321 for more information.

- h. Grantees of federal grant funds will adopt the requirements in the Code of Federal Regulations at 2, CFR 175.15 (b) pertaining to Trafficking in Persons. These requirements are incorporated into this grant award. A grant may be terminated for any violation of these provisions by the funder.
- i. The non-federal entity or applicant for a federal award must disclose, in a timely manner, in writing to the federal awarding agency or pass-through entity all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Failure to make required disclosures can result in any of the remedies described in 200.338 Remedies for noncompliance, including suspension and debarment.
- j. If the initiative is federally funded grantees must follow all other applicable uniform guidance under 2 CFR, Part 200 as applicable.
- k. The grantee must promptly return to the state of Minnesota any unexpended funds that have not been accounted for in a financial report to the State due at grant closeout.
- l. The grantee shall comply with all provisions of the Family Educational Rights to Privacy Act of 1974 (FERPA).
- m. Grantees will provide information to the state of Minnesota, upon request and in a timely fashion to accommodate reporting under the Federal Funding Accountability and Transparency Act. Prior to an award, grantees must provide upon request any documentation necessary for the state of Minnesota to conduct their risk assessment.
- n. For grants funded by the U.S. Department of Education, any deliverable or work product created may subject to [2 CFR 3474.20](#). For additional details see: <https://oese.ed.gov/files/2022/06/Open-Licensing-Requirement-Quick-Guide.pdf> 37.

Application Narrative

1. Mission, Vision, and Access (10 points possible)

- How will the proposed project directly and jointly enable work, education, and health monitoring?
- How does the organization envision using the space?
- What is the perceived impact of creating this space and making it and new resources available to the identified community?
- How is the applicant organization and the existing or proposed facility best positioned to address the demonstrated need in the identified community?
- How does or will the applicant organization sustain the capacity to provide culturally relevant education, work, and health monitoring services and supports for and with the targeted group or groups that will benefit from the project?
- Identify any external partners that may contribute to the project to enhance the project and identify their contributions?

Narrative Answer: Northfield Public Library is one of the only local sites offering high speed internet access, and publicly accessible indoor and outdoor space for the community to directly engage in work, education, and health monitoring. The Library is seen as a safe and trusted space to meet these needs and, since the library is already meeting the needs of our community in this way, we are primed to improve these services through our request. The library is currently short on private meeting spaces for individuals and small groups. By adding four private, reservable small group spaces (pods) we can provide more opportunities for community members to meet their needs. The pods will be furnished and equipped for virtual meetings, and are supplied with ventilation and temperature control.

Since the onset of Covid-19, we have noticed a dramatic rise in the number of residents who work and study remotely, and those who need space and high-speed internet to access telehealth visits and court appointments. The small group pods we will add to our space with this funding would fit neatly into our current space without any demolition requirements. The pods would be reservable by the public for private, soundproof meetings with healthcare providers, social workers, vocational coaches, tutors, and more.

The library currently has one large meeting room that can accommodate groups of up to 65 people. This meeting room also serves as the only location for library programs, attendance to which has steadily increased since COVID-19 restrictions against gathering were lifted. There are no other free, publicly accessible spaces in Northfield for people needing access to high-speed internet, and virtual meeting enabled equipment. As a result, library staff are, essentially, in competition with the community for the use of our meeting room. In addition to this meeting room, the library patio is a heavily used site in the warmer months, particularly by students and remote workers. However, the patio is inaccessible to people who rely on wheels to get around (strollers, walkers, and wheelchairs) as well as those with mobility challenges that restrict climbing stairs. Access to shaded outdoor spaces with high-speed internet, and proximity to ADA-accessible public toilets and drinking water is severely limited in Northfield. As we learned during the pandemic, access to outdoor gathering spaces was very beneficial for students and workers.

In addition to these meeting pods, this funding would allow us to make changes to the spaces within the building. By renovating our current computer area, we would be able to add an additional meeting room without losing any public access computers. This would create another private space for community members to conduct sensitive business. Another solution we would be able to implement is replacing the shelving in the children's area with new, moveable shelving. Mobile and adjustable shelving will allow us the freedom to adjust the layout of the room. Having flexibility in the children's area gives us the opportunity to hold programming in the children's area, such as our bi-weekly morning story times. This would provide more availability for the library meeting room. Further space planning for the interior and exterior of our building will provide increased access to the high-speed wireless internet and public computer access that we already provide. The addition of a commercial generator will allow the library to operate and support the community without disruption.

As a municipal library, more than 90% of our operations are supported by the City of Northfield, with a smaller portion supported by Rice County. In addition to support from the City of Northfield and Rice County we are also supported by the Friends and Foundation of Northfield Public Library (FFNPL). The FFNPL supports the library through fundraising activities throughout the year. All the money raised by the FFNPL is available for use by the library for projects and programming as needs arise. The FFNPL have committed to raise capital funds to support the library, and demonstrated this ability for past remodels in 1985, 2015, and in 2023 when they raised 100k to open a small satellite location in the Northfield Community Resource Center.

2. Commitment to Collaborative Leadership and Community Partnerships (20 points possible)

Describe your organization's approach to collaborative leadership.

- Do you have a staff dedicated to leading the programs, family and community collaboration and partnerships with community, children, youth, and families?
- What formal and ongoing partnerships do you currently have that leverage community resources to meet the health, work, and education needs of families, children, youth, and your community?
- How does your organization systematically engage families and community leaders in decision making?
- What have you learned from engaging with families and community leaders that has been included in the development of this multi-purpose community facility funding proposal? How did you learn/gather this information from families and community leaders?
- How will families and community members participate in the implementation, evaluation, and continuous improvement of the multi-purpose community facility project?

Narrative Answer: The Library Director, Outreach Services Manager, Youth Services Manager, Youth Services librarians, Outreach librarian, and emerging technology librarian all frequently collaborate with community partners to support programming and enhance services as a core function of their jobs. The NPL partners with dozens of local organizations to serve the community. Among those partnerships are with local colleges, Carleton and St. Olaf to provide bilingual k-12 tutoring, computer classes in Spanish, and English Language learning opportunities.

In 2023, Carleton College recognized the library's bilingual services staff with the Campus Compact Presidents' Community Partner Award. This award recognizes a community-based partner or organization that has

enhanced the quality of life in the community in meaningful and measurable ways and has engaged in the development of sustained, reciprocal partnerships with the college or university, thus enriching educational as well as community outcomes.

We offer a paid internship for historically underrepresented students in partnership with the Northfield Community College Collaborative (NCCC) and Tackling Obstacles, Raising College Hopes (TORCH) at the Northfield High School. We partner with Northfield's Community Development Department and the Metropolitan Consortium of Community Developers (MCCD) to provide monthly "Open for Business" office hours for small business owners and local entrepreneurs to get free support for their businesses. We partner with Healthy Community Initiative (HCI) and Rice County Mobile Opioid Support Team (MOST) to provide free Narcan and training.

The library also serves on the Northfield Promise Council of Champions (recently combined with the Northfield Racial and Ethnic Equity Collaborative), and alongside educators and other early literacy specialists on the Reading Team, a group dedicated to aligning efforts to improve literacy outcomes for our youth. The newly formed digital inclusion committee is made up of educational partners, HCI, and the library and we are working to explore needs and gaps in connectivity in our community.

The library is a partner with Growing up Healthy for Evenings in the Park. We provide healthy food and activities, resources, and information to the Latinx community and to those in income-based housing in Northfield. The library also issues City IDs and library cards and hosts a bilingual storytime. The Library's BookBike is a partnership between Rotary, Northfield Promise, and the library. Northfield Promise uses the BookBike during the summers, with help from Rotary volunteers, to deliver free books to Evenings in the Park.

NPL works in constant, open dialogue with all parts of the community to develop and implement creative approaches to service delivery and collaboration. This is how we built our most recent strategic plan, by engaging in direct conversation with different stakeholder groups, listening to what they had to say about what we could do better, what their concerns for the community were, and what they value. We met with teens at the Northfield Union of Youth (NUY), we held community conversations in Spanish, we met with older adults, educators, and nonprofit partners. We engaged staff, the Library Board, and the Friends of the Library throughout the process of building the plan. We took that information, with the trust they placed in us, and put it into action.

When the library's Teen Services Librarian started in January of 2021, there was no dedicated teen space at the library. Thanks to input and conversation that came out of engagement with youth members at NUY we opened our teen space in early 2022. That year we had nearly 500 teenagers attend programming. Teen services staff were able to develop outreach programs, such as screen-printing t-shirts, and open the teen space thanks to our commitment to community stakeholders and their commitment to the library. The youth at NUY volunteered their time and wisdom for to help build our strategic plan. Reaching out with creative programs and partnering with youth at NUY was instrumental to building trust that led to successful programs and a space that reflected the interests, needs, and values of Northfield's tweens and teens.

With support from the Friends and Foundation of the Northfield Public Library (FFNPL), and working with Ten X Ten, a landscape architecture firm committed to creative, sustainable solutions for communities, we engaged in

extensive community engagement to gauge the needs, opportunities, and priorities for the future of the library's site. We tabled at community events such as the Hispanic Heritage Celebration and our Summer Concert Series, as well as the Third Thursday events with the Friends of Downtown Northfield. We also surveyed the community online and in the library with engaging talkback boards. Through this engagement we heard from diverse perspectives what people valued about the library's current site and what they wish they could do outdoors. Space for educational programming, community gathering, and work and study spaces were the highest priorities on the surveys and in community conversations. With that information, we are eager to proceed with a master plan for the library's site that will anticipate current and future demand for comfortable outdoor space for the community to safely gather for work, school, and recreation with access to water, ADA toilets, and high-speed internet. We also know that when the library first closed in March of 2020, we increased access to wireless internet and saw a dramatic increase in wifi usage as people were using the library's patio to work and study.

3. Demonstrated Need/ Demand for a Multi-Purpose Community Facility (15 points possible)

Describe the need for this project and the targeted group(s) who will benefit from the project. Provide data that supports how the need was determined. Include the following:

- Describe how the project is designed to address a critical need that resulted from or was made apparent or exacerbated by COVID-19.
- Describe how the project is designed to address a critical need in the community to be served by the project.
- What needs related to health, work, and education are you not able to meet due to space constraints or a facility that needs capital project updates to be able to meet the needs?
- How were these health, work, and education needs within your community exacerbated by the COVID-19 pandemic?
- Please describe both the unmet needs for services, and the need for a facility or updates to a facility so that services can be designed and provided, and needs addressed.
- Provide data and other information that supports your determination of the need.
- Describe barriers that present challenges for this group and support the need for this type of grant funding.
- Provide any other supporting information.

Narrative Answer: The library has experienced increased demand since 2020 for private spaces for small group or individual meetings, either in-person or virtual, indoors and outdoors. In the summer and fall of 2024, in preparation for the library grounds vision planning efforts, we conducted extensive community engagement to determine high priority needs and areas for opportunity. In a recent survey, 50% of respondents indicated that accommodating "workspaces" should be a high priority for future improvements to the library's exterior grounds. New data analyzed by the Federal Reserve Bank of Minneapolis has found that Minnesota has one of the higher shares of remote workers in the country and the highest in the Midwest. [MPR, Fed reserve.] Telemedicine health care has grown and is well-received by patients and providers but according to NIH reports, it remains more accessible to certain groups of patients than others. The library is a reliable source for equitable

access to internet, space, and staff support that can make telemedicine more accessible to more patients but to do so we need to be able to provide private meeting space. Youth need to meet with counselors and tutors, working adults need space and access to high-speed internet for video calls for work, court, school, and telemedicine appointments. The library's one large meeting room with 65-person capacity is in use nearly constantly and there are few other options outside the library for community members who lack access at home. Demand has also increased for library programs over the past 3 years, which has placed additional strain on the one meeting room we have. Between 2022 and 2023 the library saw a 46% increase in non-library use of the sole meeting room. Wireless usage and computer logins have also increased.

Northfield Public Schools uses a variety of digital tools to communicate with students and families on a regular basis, as well as expected participation in eLearning days that would require internet access to complete at the middle and high school levels. We also still have students in town who attend virtual school. In the event of a public health crisis where school attendance was still expected, increased space and improved flexibility in the children's area would allow space to be created for older students to complete assignments using district-supplied devices on the library's high-speed internet while younger children in their care engage with books and experiences designed for their enjoyment. The same would be possible with enhanced outdoor spaces.

Redesigned space would allow the installation of a workstation with an attached area for a young child to be under the supervision of their caregiver and allow the caregiver to access the Internet through a library laptop or personal device, access our online resources, printing services, etc. all while their child is contained in a safe enclosure with stimulating play features.

We have been unable to provide private spaces for community members to receive the services they need. Since our sole meeting room is nearly always occupied, we must advise patrons that, if they feel comfortable, they can use our public spaces to attend their court hearings, therapy sessions, supervised family visitations, and career counseling sessions. Personal privacy and embarrassment notwithstanding, and because high-speed wireless internet is a necessity, they often have no choice but to sit within earshot of other library patrons for these delicate matters.

More workers are remote, and the availability of telemedicine visits could mean expanded access to health care for those with access. Community members who were already struggling to use technology were asked to adapt, very quickly and without proper education, to telecommunication methods like Zoom. Despite how quickly we opened back up to the public, we were not equipped to handle the needs of the community in terms of space to work. Students who were given technology devices, like iPads, tablets, and Chromebooks, and asked to attend classes remotely who had no access to high-speed wireless internet at home suffered from lack proper instruction.

Competition for meeting room space prohibits the library from engaging in consistent educational programming for the benefit of all, utilizing the expertise of our community partners, bilingual staff, etc. Flexible spaces within the building and around library grounds would allow library staff to schedule programs for appropriate spaces based on the activity, reserving the use of the large meeting room for workshops, trainings, and informational sessions best suited to that environment. Additionally, we could build recurring, high-quality educational programs series through our community partners for all ages in multiple languages, rather than one-off programs fit in around the availability of the meeting room. A recent survey of Spanish speakers in our

community reflected more interest in increased Spanish-language programs than Spanish-language materials in the physical or digital collections.

In more remote, rural areas, even those as relatively affluent as Northfield, there are very few publicly accessible places where anyone may freely access space and high-speed internet to work, meet, study, or access telehealth other than the public library, and none that allow people to spend the entire day, while also providing technical assistance. The Northfield Public Library is uniquely positioned to support people of all ages who need access to space and high-speed internet. Library staff are on hand during all open hours to assist community members with setting up the room and technical assistance.

Community organizations both within Northfield and from the metropolitan area need space to share their resources with our community. Some of the greater Minnesota organizations that have used our space in the past, to provide resources to the Northfield community, include MCCD, DEED-VRS, Rice County Public Health, Mayo Clinic, University of Minnesota, IRIS (Infant's Remembered in Silence), and organizations providing retirement workshops, first-time homebuyer workshops, state educational testing, blood drives, covid test and mask distribution, and health screenings.

4. Project Activities with Estimated Timelines (10 points possible)

Create a reasonable timeline and assurances that all required capital projects documentation will be met that aligns with the necessary budget for the scale and scope of the project. Consider the number of children, youth, family, and community members with demonstrated need who could gain access to resources and services. Divide the project activities by total by the number to be served where applicable.

- Outline the goals with activities and strategies that work to achieve the expected outcomes and that align with the purpose of this grant opportunity for the targeted population(s) expected to benefit from the project. Please use the example headings provided below to complete your workplan. Include as many goals as needed to accurately describe your project.
- Please refer to the sample activities provided in the instruction materials. Make sure goals and activities are specific, measurable, attainable, relevant, and time bound (SMART.)

Goal 1: Make large meeting room more available for community use.

Activity or Strategy: Replace old wooden shelving in youth services area with movable steel shelving to create flexible program space, increasing interior programming space in public areas of library.

Measurement: Monitor and record meeting room reservations and programming statistics.

Attainable Outcome: The community has more opportunities to reserve the large capacity meeting room.

Relevant Benefiting Party: Community groups and organizations.

Estimated Timeline: Work is completed by beginning of 2026. Youth services staff are able to begin holding programs in the space in 2026.

Person Responsible for Activity: Natalie Draper, Library Director

Goal 2: Increase access to private meeting spaces with high-speed internet to engage in activities related to work, education, and health.

Activity or Strategy: Add reservable and drop-in private spaces for individual and small group meetings.

Measurement: Monitor and record meeting room reservations

Attainable Outcome: meeting room use increases

Relevant Benefiting Party: community members including workers, students, telehealth patients

Estimated Timeline: meeting rooms are installed in 2025, available to the community in 2025.

Person Responsible for Activity: Natalie Draper, Library Director

Goal 3: Increase access to outdoor spaces with high-speed internet.

Activity or Strategy: Completing master plan for library grounds

Measurement: Plan ready for funds available in City's current 5 year CIP

Attainable Outcome: Work may begin on improvements to library site.

Relevant Benefiting Party: Community members, library staff

Estimated Timeline: Master plan finished in 2025, work to begin 2027 and completed in 2028 (City CIP funds programmed in 2027)

Person Responsible for Activity: Natalie Draper, Library Director

Goal 4: Community experiences fewer service interruptions due to power outages.

Activity or Strategy: Install back-up generator.

Measurement: number of days without power post-installation

Attainable Outcome: The community has a place to go when power outages impact their ability to work, complete schoolwork at home.

Relevant Benefiting Party: Community members

Estimated Timeline: work will begin in 2025 with generator installed by end of 2025.

Person Responsible for Activity: Natalie Draper, Library Director

5. Excel Budget with Descriptions (10 points possible)

Complete the Excel budget. Specify the grant amount requested. Detail all necessary and reasonable expenditures anticipated during the project period that align with the project goals and activities, using the budget codes available. Divide the budget total by the number to be served where applicable.

Necessary means it is important to the success of the project. Reasonable means you are paying fair market price for the item or services. The descriptions must address the following:

- Describe any planned fees associated with accessing the facilities or utilizing programming, activities, or resources related to enabling work, education, or health monitoring.
- Provide a source of funding to operate and maintain the asset throughout the period of performance and for at least five years after completion of the project.
- Provide sufficient narrative description for budget line-item entries.

- Reviewers should be able to determine if the budget aligns with the project activities and primary purpose of the funding.
- Budget estimates for employee and proposed contractor services appear to correspond with reasonable approximations of the activities to be performed.
- Determine if the budget planned expenses appear necessary and reasonable for the success and purpose of the project.
- Per uniform administrative requirements for federal awards, the U.S. Department of the Treasury’s Capital Projects Fund prescribes the “additive” approach to program income for multi-purpose community facilities. Please describe your approach to tracking program income generated by this award, if applicable. If no program income is anticipated, please indicate “no program income is anticipated.” For program income and other related definitions, please see [2 CFR 200.307\(e\)\(2\)](#).
- How does the applicant intend to utilize any program income?

Ineligible Project Costs, although not limited to:

- Acquisition of spectrum licenses.
- Operating expenses, other than grant administration costs.
- Short-term operating leases.
- Payment of interest or principal on outstanding debt instruments, or other debt service costs incurred prior to Construction Grant Agreement or other contractual grant agreement start date.
- Fees or issuance costs associated with the issuance of a new debt (i.e. costs outside of the criteria of this grant award.)
- Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring plan in a judicial, administrative, or regulatory proceeding.
- To support or oppose collective bargaining. This does not affect the ability to use funds to comply with [41 C.F.R. 60-1.4](#).

It is important that investments in Capital Projects be carried out in ways that produce high-quality infrastructure, avert disruptive and costly delays, and promote efficiency. Projects funded by the Capital Projects Fund must comply with all applicable federal laws and regulations, and with all requirements for state, local, and Tribal laws, and ordinances to the extent that such requirements do not conflict with federal laws.

6. Program Income (unscored)

Does the applicant anticipate generating program income during the period of performance?

Yes or No: No

If yes, please specify how much and what for?

How did you determine that the fee is affordable for your communities?

Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period, or prior to January 1, 2027, must be used for the purposes and under the

conditions of the federal award. The U.S. Department of the Treasury's Capital Projects Fund prescribes the "additive" approach to program income for multi-purpose community facilities.