

Cooperative Agreement PJ-50038-08
in support of The National Digital Newspaper Program

Issued by the
NATIONAL ENDOWMENT FOR THE HUMANITIES
Washington, D.C. 20506

Cooperator Name and Address:

Washington State Library
6330 Capitol Blvd. A
P.O. Box 40224
Olympia, WA 98504-0224

Tax ID No.: 916001210

Project Director: Marlys Rudeen

Total Award Amount: \$341,424

Funding Period: From **July 1, 2008** to **June 30, 2010**

This Cooperative Agreement is entered into pursuant to the National Foundation on the Arts and Humanities Act of 1965, as amended, 20 U.S.C. 951, et seq.

Washington State Library

National Endowment for the Humanities

(Signature)

Stephen F. Veneziani for

(Signature)

Linda Shea
Financial Services Manager
Washington State Library

Susan G. Daisey
Director, Office of Grant Management
National Endowment for the Humanities

(Date)

6/19/08

(Date)

By signing this Cooperative Agreement (Agreement), the Washington State Library certifies that it will comply with the terms of the Agreement as well as with the requirements contained in the National Endowment for the Humanities (NEH) *General Terms and Conditions for Awards to Organizations (March 2005)*, the cost principles of A-87, the audit requirements of OMB Circular A-133, and the uniform administrative requirements of OMB Circular A-110.

All of the publications and forms referenced in this agreement are available online at <http://www.neh.gov> under the “Grant Management” tab.

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SECTION A – SCOPE OF PROJECT AND DELIVERABLES

A.1 The purpose of this cooperative agreement is to participate in the development of the National Digital Newspaper Program (NDNP), a program to create a national, digital resource of historically significant newspapers published between 1836 and 1922 in all the states and U.S. territories. This searchable resource will be created and maintained on servers managed by the Library of Congress (LC) and be accessible free of charge via the Internet. The NDNP web-based resource (“Chronicling America”) will include a national newspaper directory of bibliographic and holdings information that alerts users to newspaper titles available in several formats, as well as to pages digitized and processed under the NDNP grant program. LC also digitizes and contributes to the NDNP database a significant number of newspaper pages drawn from its own collections during the course of this partnership between NEH and the Library. NEH or LC may further process and replicate any NDNP newspaper images and associated files submitted under the agreement for the purposes of improving usability of the resource and preserving the digital content in the face of changing technology.

A.2 Under the terms of this agreement, the Cooperator, the Washington State Library, will work with NEH staff, who will be assisted by LC technical advisors, to perform all tasks needed for the continued development of *Chronicling America*. All deliverables are to be submitted to LC for review of conformance with the program’s technical guidelines and subsequent NEH approval. (Instructions for delivery will be provided.)

The Washington State Library’s responsibilities will include:

A.2.1 establishment of an advisory board responsible for applying selection criteria for digitization to state newspaper titles published from 1880 through 1922;

A.2.2 compilation of a list of newspapers selected for the project containing information about each title, its geographic and chronological coverage, its LCCN (Library of Congress Control Number) identifying number, estimated number of pages to be digitized, and number of reels (LC to supply barcode for each reel);

A.2.3 technical analysis of available microfilm for optimal scanning of the selected titles (the format of analysis that was provided in the technical specifications of the guidelines);

A.2.4 development of a production schedule with an agreed-upon timetable for sample and final files;

A.2.5 submission of a minimum of 100,000 pages of digitized newsprint and associated files according to the NDNP technical specifications;

A. 2.6 by February 1, 2009 submission of a sample of digital assets (at least 1 reel of digitized pages - including TIFF, OCR output, PDF, JP2, and metadata) demonstrating the institutions' ability to deliver required digital assets to LC;

A.2.7 no later than July 31, 2009, submission of twenty-five percent of the total number of pages and associated files according to the NDNP technical specifications (minimum 25,000 pages);

A.2.8 creation of a summary description (a maximum of 500 words each) of the scope, content, and significance of each digitized newspaper title; title descriptions should be delivered simultaneously with the associated assets;

A.2.9 by June 30, 2010, barcode and deposit at LC the microfilm used for scanning (LC to supply barcodes);

A.2.10 attendance at an initial workshop, in August 2008, and at other meetings of award recipients;

A.2.11 submission of progress reports describing the work done (after six months, twelve months, and eighteen months) and final performance and financial reports. Report template will be provided, and will entail a follow-up conference call with the joint NEH-LC project team. Progress reports should be submitted via e-mail to preservation@neh.gov with a copy to ndnpotech@loc.gov.

A.3 Under the terms of this agreement, NEH responsibility will include:

A.3.1 convening, in collaboration with technical advisors at LC, an initial workshop for awardees and subsequent meetings;

A.3.2 consultation with awardees on the final selection of titles;

A.3.3 approval of the production schedule for sample and final files;

A.3.4 approval of the required sample of digital assets (TIFF, OCR output, PDF, JP2, and metadata), upon review by staff at LC for compliance with the technical specifications for the program;

A.3.5 approval of all digital files after they are ingested into the NDNP database and upon review by staff at LC for compliance with the technical specifications for the program.

SECTION B – DELIVERY SCHEDULE

July 1, 2008 – February 28, 2009

The primary goal of this period will be to set up the project and produce a sample of materials to be submitted to LC in order to ensure conformance of the digital files to NDNP technical guidelines.

- At an initial meeting in August 2008, the LC technical staff will describe further the technical specifications and NEH staff will discuss award requirements.
- The awardee will submit a workplan and production schedule for NEH approval in August.
- During this period, the project's staff will set up the advisory board, apply the criteria for the selection of titles, and compile a list of candidate titles for digitization.
- Begin the technical examination of microfilm in order to determine its suitability for digitization and selection of titles.
- Produce and deliver, by January 31, 2009 a sample set (approx. 1 reel) of images, derivatives, and associated metadata (validated using NDNP tools) that demonstrates understanding of the NDNP technical specifications.
- Submit first written report of work accomplishments during this period to NEH by January 31, 2009.
- By February 28, 2009 submit a list of newspapers selected for the project (following LC-provided template) containing information about the title, geographic and chronological coverage, and LCCN (Library of Congress Control Number) identifying number, estimated number of pages to be digitized, and number of reels (LC to supply barcode for each reel).

March 1, 2009 – November 30, 2009

The primary goal of this period is to proceed with the digitization of 100,000 newspaper pages from microfilm. Also prepare related metadata and descriptive materials associated with the digitized titles.

- Begin digitization of the titles demonstrated to be suitable for conversion and the creation of OCR files and related metadata and submit files for approval, according to the production schedule.

- Attend annual meeting at LC in Summer 2009 (date TBA).
- Submit second written report on July 31, 2009.
- Submit 25% of all data no later than July 31, 2009.
- Submit summary descriptions (maximum 500 words each - re: scope, content, and significance for each title) as or before titles are delivered.

December 1, 2009 – June 30, 2010

The primary goal of this period is to complete the work of digitizing at least 100,000 pages with associated files, title descriptions, and essays.

- Continue digitization of the titles found suitable for conversion and continue creation of OCR files, metadata, and descriptions and submits files for approval, according to the production schedule.
- Submit third written report on January 31, 2010.
- Submit all remaining files by June 30, 2010, for approval.
- Submit barcoded microfilm reels (second generation duplicate silver negative microfilm) used for conversion to LC by June 30, 2010.
- Submit final financial and performance reports to the NEH no later than 90 days after the completion of the award period.

Schedule of reports:

First report of accomplishments for period 7/1/08-12/31/08	January 31, 2009
Second report of accomplishments for period 1/1/09-6/30/09	July 31, 2009
Third report of accomplishments for period 7/1/09-12/31/09	January 31, 2010
Final performance and financial reports for entire period due	September 30, 2010

SECTION C – BUDGET AND FINANCIAL REPORTING

- C.1. The revised budget dated June 16, 2008 is approved.
- C.2. An indirect cost rate of up to 10% of the total direct costs of the project (less distorting items such as capital expenditures or major subcontracts), up to a maximum charge of \$5,000 per year is accepted for this grant. Documentation to support this charge must be kept on file and retained for a period of three years following the submission of the final financial report.
- C.3. A *Federal Cash Transactions Report* (Standard Form 272) must be submitted to the NEH Accounting Office on a calendar quarterly basis during the grant period. The reports are due within thirty days after the end of each calendar quarter. The first report will be due October 31, 2008, covering the period July through September. Subsequent reports will cover three-month periods and will be due January 31, (covering October through December), April 30, (covering January through March), July 31 (covering April through June), October 31 (covering July through September).
- C.4. A final *Financial Status Report* and a final performance report of accomplishments must be submitted to the NEH Office of Grant Management (Room 311) within ninety days after the funding period of this Agreement has expired (i.e., no later than September 30, 2010). Please refer to *Performance Reporting Requirements and Financial Reporting Requirements* for information about these reports.

SECTION D – METHOD OF PAYMENT

- D.1. Payment will be made via electronic funds transfer through the submission of Standard Form 270, *Request for Advance or Reimbursement*, to the NEH Accounting Office. Payment is authorized to be made on an advance basis.

SECTION E – NEH PROJECT DIRECTOR/ADMINISTRATOR

- E.1. NEH Project Director

Elizabeth Joffrion, Senior Program Officer in the Division of Preservation and Access, will act as the NEH project director, with responsibility for approval and acceptance of the work produced under the terms of this Agreement.

Questions relating to project activities, and the scope and plan of work should be addressed to Elizabeth Joffrion. All requests for a change in the scope of this Agreement shall be signed by Linda Shea and submitted to:

Elizabeth Joffrion
Senior Program Officer
Division of Preservation and Access
National Endowment for the Humanities
1100 Pennsylvania Avenue, N. W., Room 411
Washington, D.C. 20506
Phone: (202) 606-8577
Fax: (202) 606-8639
E-mail: ejoffrion@neh.gov

E.2. NEH Grant Administrator

Barbara Tatge, Grants Administrator in the Office of Grant Management, will act as the NEH grants administrator. The final financial and final performance report should be submitted to Ms. Tatge. Questions about the terms of this Agreement, the regulations that apply to this Agreement or requests for budget changes or extensions of the funding period should be addressed to:

Barbara Tatge
Grants Administrator
Office of Grant Management
National Endowment for the Humanities
1100 Pennsylvania Avenue, N.W., Room 311
Washington, D.C. 20506
Phone: (202) 606-8217
Fax: (202) 606-8633
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Attachments:
Online Enclosure List

Accounting
202 606 8346
Melissa Watkins