

**Library of Michigan  
Library Services & Technology Act (LSTA)  
Grant Program**

**APPLICATION INFORMATION**

**Submission Deadline: January 31, 2017**

**Includes:**

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**NOTE: Application Submission is through an online form. All eligible organizations that submit an Intent to File form by October 31, 2016 will be provided a link and password for the online grant application form.**



## STEP-BY-STEP INSTRUCTIONS FOR LSTA GRANT APPLICATION

**IMPORTANT NOTE: You Must Submit an Intent to File form no later than 5:00 p.m. EST on October 31, 2016 to be eligible to apply for an LSTA grant in 2017.** The Intent to File form can be found at [www.michigan.gov/lsta](http://www.michigan.gov/lsta).

**In addition, you must submit a fully complete application no later than 5:00 p.m. EST on January 31, 2017 to be considered for a grant.**

**Complete Application Components:** A fully complete grant application includes all of the following items:

1. Intent to File Form – Due October 31, 2016.
2. LSTA Grant Application – Due January 31, 2017.
3. Partner Statements from ALL listed partners. – Due January 31, 2017. (Not required for sponsorship applications.)
4. LSTA Grant application signatures sheets (2). – Due January 31, 2017

Item numbers 1, 3 and 4 are submitted as pdf files through the online application or to [reishk@michigan.gov](mailto:reishk@michigan.gov) with the file names formatted as *Applicant Name–Partner Name or Document Name–LSTA Application.pdf*.

Item number 2 is submitted through an online form. The link to the online form will be provided by Library of Michigan staff after receipt of the Intent to File form.

### **MDE/Library of Michigan CONTACT INFORMATION:**

Direct questions on application information and submission to:

Karren Reish, Library Grants Coordinator  
[reishk@michigan.gov](mailto:reishk@michigan.gov)  
517-241-0021 or 517-373-1580

**It is the responsibility of the applicant to submit the online application form and confirm receipt of other documents at the Library of Michigan by the applicable deadlines.**

### **APPLICATION INSTRUCTIONS: All questions are required to be answered.**

**A. PROJECT INFORMATION:** Complete this section in its entirety. You may select one, two or three years for the duration of your project. Enter amount of funds requested for each year. Enter a zero (0) for each year that you are not requesting funds. The Total Project Cost should equal the value of LSTA Funds Requested plus Cash Match funds. Cash Match funds are not required, but if any will be used, please enter the dollar amount.

**B. APPLICANT INFORMATION:** Complete this section in its entirety. For the eligibility checklist, check all that apply. For legislative districts, please use the district where the applicant organization is located. If you have a DUNS number, please enter it. If you do not have a DUNS number, enter NA. NOTE: If your application is selected for funding, you MUST obtain a DUNS number within 30 days of grant notification to receive funding. (Not required for sponsorship applications.)

**C. PROJECT ADMINISTRATION:** Complete this section in its entirety. If any person holds more than one of the positions listed, please enter information for each position. NOTE: A fiscal agency is an organization that handles funds for the applicant organization. For example, the city treasurer is typically the fiscal agent for a city library.

**D. PROJECT PARTNERS:** Complete this section in its entirety. List all external departments, agencies, or organizations actively collaborating in and contributing to the project. Organizations that only provide a letter of support do not qualify as partners. Partners actively participate in the project by providing staff time and/or funding. A one page statement is required from each partner to document agreement to provide staff and/or funding for particular activities. Information on how to submit the partner statements is provided in this document in Section L – Partner Statements. (Not required for sponsorship applications.)

**E. PROJECT PROPOSAL:** This section is used to provide a complete description of all components of the project. Emphasize the innovation of the project. Each online question notes the maximum character length allowed. Include a short description of each item listed in the budget. Please write for clarity and conciseness. NOTE: A complete project proposal will result in up to 10 pages of text.

**Project Abstract:** Briefly outline the project, using no more than 160 words. This abstract will be published for public viewing so be clear and concise in your description of the project and the desired outcome.

**Project Purpose(s):** Describe the project goals in detail, including what will be accomplished and for whom. Explain how the project goals meet the goals of the Library Services and Technology Act and the Grant Program Guidelines, both of which can be found in the LSTA Grant Program General Information document at [www.michigan.gov/lsta](http://www.michigan.gov/lsta). Explain the project capacity to become a regional or statewide resource or service.

**Target Population's Need for Project:** Describe how the need for this project was determined. Provide statistical data and demographic information. Describe the current level of service provided to the target population. Describe the impact should the project **not** receive funding. Cite sources for all data that is used.

**Project Impact:** Describe the objectives and outcomes of the project and clearly relate them to the identified needs and discuss how the project may result in regional or statewide impacts.

**Project Design:** List all project activities and the methods to be used in accomplishing them, including promotion to the target population and library stakeholders, evaluation. Include all activities by project partners. Partners must actively collaborate in and contribute to the project. Include grant administrative activities including required project reports.

**Evaluation Plan:** Explain the evaluation plan developed for the project including target outcomes, the selected methodology, and a plan to share and promote the evaluation results. The methodology may be a survey, review of administrative data, interviews or focus groups, participant observation or other. Project evaluation is a required activity, critical to assessing the impact of a project. Outcomes are a required element for the evaluation. Note that outcomes are not outputs. An example of an output is the number of attendees at a workshop, whereas an outcome is what the attendees learned at the workshop. An outcome is a change in skill,

knowledge or attitude. ALA's Project Outcome (<http://www.ala.org/pla/initiatives/performance measurement>) and/or IMLS's OBE (Outcome Based Evaluation) information (<https://www.ims.gov/grants/outcome-based-evaluations>) may be helpful to review. Be aware that OBE evaluation may require pre- and post-testing. NOTE: For projects that include training of library staff or trustees, library users, or purchase content, there are prescribed questions that **MUST** be included in the project evaluation. Refer to the LSTA Evaluation Questions document at [www.michigan.gov/lsta](http://www.michigan.gov/lsta).

**Sustainability:** Describe the plans to continue the project beyond the grant period. Include plans for future funding, and if applicable, how the use of project evaluation data will be used to support or seek future funding.

**Project Timeline:** Include a step-by-step chronological list of all project activities and target dates, e.g. "May 2017 – Complete evaluation pre-testing." Include partner activities in the timeline.

**Personnel:** List all of the applicant's personnel who will be significant contributors to the project activities and include a short description of the qualifications of each person.

**F. STATE GOAL:** Identify one principal purpose from the Library of Michigan's Five Year Plan that most closely fits the project.

**G. FEDERAL LSTA INTENT:** Identify one IMLS Intent that most closely fits the project.

**H. FEDERAL LSTA SUBJECTS:** Identify up to two IMLS subjects that most closely fit the project.

**I. TARGET POPULATION:** If the project has a specific population that is targeted for the proposed program or resource, select the ethnic, social, economic, age and geographic communities that most closely fit the project.

**J. BUDGET:** For each year of the project and each budget category, very briefly include in the boxes provided the activity or materials described in the proposal, and enter the estimated funding amount and the funding source - either LSTA or cash match. You may enter a zero (0) for any budget category that will not be funded.

**Overall Budget:** List the total budget information from each project objective by budget category and funds type. If no cash match is provided, enter a zero. For Total Project Cost, add the LSTA and any Cash Match Fund totals. The LSTA Total amount must be the same as the amount requested in section A. Project Information.

**NOTE: All grant payments to funded applicants will be provided on a REIMBURSEMENT basis.** Refer to the grant program general information document for more information.

### ***Budget Category Definitions***

**Salaries/Wages/Benefits:** This category includes salaries, wages, and fringe benefits paid to applicant or partner staff working directly on the project. List the position titles included. You should list only those staff working on activities listed in the proposal. **NOTE: If you request**

**LSTA funding for staff, you will be required to document hours worked on the project by each staff member for each pay period to be reimbursed, as per federal regulations.**

**Consultant Fees:** This category includes all expenses related to acquiring the services of a consultant for a specific activity within the project. If using this budget category, make sure you describe the intended actions/contributions of the consultant in the project proposal. If known, include prospective consultant name. NOTE: Consultants typically provide advice during planning or evaluation of projects.

**Travel:** This category includes all airfare, ground transportation, accommodation, etc. for **staff members** while working on project activities. If using this budget category, make sure you describe the travel needs in the project proposal. Travel not required to accomplish a grant activity is not an eligible cost. Only costs that meet federal travel expenditure standards will be reimbursed. See [www.gsa.gov](http://www.gsa.gov) in the Travel section.

**Supplies/Materials:** This category includes all costs for supplies and materials purchased specifically for use in the grant project. If using this budget category, make sure you describe necessary supplies in the project proposal, including item types and estimates of quantities.

**Equipment:** This category includes all tangible personal property with a per item purchase price of \$5,000 or more. Items that qualify as equipment must be approved in writing by IMLS prior to purchase. If using this budget category, make sure you describe the equipment needs in the project proposal, including items and quantities. An example would be a bookmobile for rural services. NOTE: When equipment purchased with grant funds is no longer needed for project purposes, it must be properly disposed of pursuant to Department of Education requirements.

**Services:** This category includes the cost of services provided by a contractor or vendor, for project activities, such as developing databases, conducting training, etc. If using this budget category, make sure you describe the services in the project proposal. NOTE: Contractors or vendors typically provide programmatic, technical or administrative work.

**Indirect Costs:** This category includes **allowable** indirect costs. Indirect costs represent the expenses of doing business that are necessary for the general operation of the organization, e.g. utility charges and are charged as a percentage of allowable direct costs. If you are requesting indirect costs, contact [reishk@michigan.gov](mailto:reishk@michigan.gov) for the current IMLS documentation on indirect cost rates. NOTE: Indirect cost rates apply only to certain allowable costs, not the total grant award.

In general, if you have an approved indirect cost rate, use your current rate approved by a federal agency. Provide a copy of your federal indirect cost rate agreement through the online application or by emailing it to [reishk@michigan.gov](mailto:reishk@michigan.gov) in pdf format. The file name MUST be in this format: *Applicant Name–Indirect Agreement–LSTA Application.pdf*. If you have no approved federal indirect rate, you may request an indirect rate of 10% of the requested grant funds. If using contracted services, the indirect rate may only be applied to the first \$25,000 for all contracted services, including consultants.

**THE FOLLOWING ITEMS ARE NOT ELIGIBLE FOR REIMBURSEMENT:**

Some types of expenses are not allowable under federal rules (2 CFR 200), including:

- Performers or entertainers;
- food and beverages as part of programs or events;
- advertising not directly related to the LSTA project;
- collection development purchases not directly related to grant goals or integral to the grant program;
- construction, renovation, or repairs, including fixtures;
- sales tax;
- lobbying of any kind;
- transportation or travel for program participants or non-grant funded personnel;
- databases currently offered or similar to ones offered by the Library of Michigan;
- equipment or technology not specifically needed for the grant activities;
- awards, honoraria, prizes or gifts;
- costs incurred outside the grant period. Note that you may not request funds for planning that happens BEFORE the grant period or any activities after the grant period.

**This list is NOT comprehensive.** If you have any questions about the allowability of a particular cost, contact the Karren Reish at the Library of Michigan before budgeting or expending funds.

**UNALLOWABLE COST RULES APPLY TO BOTH LSTA FUNDS AND LOCAL CASH MATCH FUNDS.**

ALL federal funds and ALL local match funds may only be used for federally allowable costs. Grant recipients will NOT be reimbursed for unallowable costs and may not report unallowable costs as match. For more information see [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR 200](#).

**K. SUBMISSION OF ONLINE APPLICATION:** The application questions will be submitted through a SurveyMonkey application. The application will include instructions. The Library of Michigan recommends that you prepare a complete application first and then enter the information in the survey in one session as YOU WILL NOT BE ABLE TO SAVE THE APPLICATION AND RETURN TO IT LATER. All application documents are submitted in the online application, through email as pdf format documents to [reishk@michigan.gov](mailto:reishk@michigan.gov) or, if necessary, via fax to 517-373-5700.

**L. PARTNER STATEMENTS:** Each partner listed in the application must submit a one page collaboration statement listing the staff, funding or resources that they are committing to the activities of the project. Include a short description of the qualifications of each person contributing significant staff time. ALL Partner Statements must be received by MDE/Library of Michigan no later than the application deadline of 5:00 p.m. EST on January 31, 2017. A Partner Statement not received by this deadline will not be considered part of the application. Submit through the online application or email to [reishk@michigan.gov](mailto:reishk@michigan.gov) in pdf format. File name MUST be *Applicant Name–Partner Name–LSTA Application.pdf*. (Not required for sponsorship applications.)

**M. CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT:** Under CIPA (Children’s Internet Protection Act), the Library of Michigan must provide certain assurances to IMLS and the federal government. These assurances pertain to the use of LSTA funds for the purchase of computers used to access the Internet or for costs associated with direct access to the Internet. All applying public,

public elementary and public secondary school libraries, and consortia or group applicants must complete and sign the certification statement that concerns its particular library type.

Download/Print the certification form and include an original signature by the applicant's authorized representative, which most often is the Library Director. Signatures must be original signatures. Scan the signed document and submit it through the online application or by emailing it to [reishk@michigan.gov](mailto:reishk@michigan.gov). The file name MUST be in this format: *Applicant Name–CIPA certification–LSTA Application.pdf*. This document must be received by MDE no later than the application deadline of 5:00 p.m. EST on January 31, 2017.

**N. BOARD RESOLUTION STATEMENT OF ASSURANCES:** Complete the form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and LSTA grant guidelines;
3. LSTA funds will be used to supplement and not supplant local funding for library service purposes; and
4. all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

Download/Print the certification form and include an original signature by the applicant's Board Chairperson, Authorized Official, Grant Administrator, and Fiscal Agent. Signatures must be original signatures. All lines must be signed, even if the same person holds multiple offices.

Scan the signed document and submit it through the online application or by emailing it to [reishk@michigan.gov](mailto:reishk@michigan.gov). The file name MUST be in this format: *Applicant Name– Board Resolution Statement–LSTA Application.pdf*. This document must be received by MDE no later than the application deadline of 5:00 p.m. EST on January 31, 2017.

## LSTA GRANT APPLICATION QUESTIONS

### PROJECT INFORMATION

1. Project Title:
2. Length of Project – 1 Year, 2 Year, or 3 Year
3. LSTA Funds Requested:
  - a. Year One \$
  - b. Year Two \$
  - c. Year Three \$
  - d. Total \$
4. Cash Match:
  - a. Year One \$
  - b. Year Two \$
  - c. Year Three \$
  - d. Total \$
5. Total Project Cost: \$
6. Anticipated Start and End Dates of the Project:

### APPLICANT INFORMATION

7. Applicant Organization Official Name:
8. Type of Applicant:
  - a. Public Library
  - b. Academic Library
  - c. School Library
  - d. Multi-type Library
  - e. Library Cooperative
  - f. Non-Profit Library Association/Consortia
  - g. Other (Please explain)
9. Eligibility Checklist:
  - a. Have one or more paid library staff
  - b. Have a regular schedule of library service
  - c. Have a dedicated facility for library purposes
  - d. Have an annual budget with funds reserved for library materials and services
  - e. Have a record of multi-type library cooperation
  - f. If a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid.
10. Complete mailing address
11. County
12. Legislative District of Applicant Organization
  - a. Michigan House of Representatives: District Number and Representative Name
  - b. Michigan Senate: District Number and Representative Name

c. U.S. House of Representatives: District Number and Representative Name

13. Website:
14. Fax Number:
15. DUNS Number: (Note – You may submit an application without a DUNS number, but if your application is accepted, you must provide the Library of Michigan with a DUNS number within 30 days of notification of the award. If the DUNS number is not provided in that time period, the award will be rescinded.)

## **PROJECT ADMINISTRATION**

16. Applicant Organization Director:
17. Director Email:
18. Director Phone Number:
19. Grant Administrator:
20. Grant Administrator Email:
21. Grant Administrator Phone Number:
22. Applicant Organization Fiscal Agency:
23. Complete mailing address (include only if different than application Organization)
24. Fiscal Agency Tax Identification Number:
25. Fiscal Agent Contact Name:
26. Fiscal Agent Email:
27. Fiscal Agent Phone Number:
28. Authorized Official:
29. Authorized Official Email:
30. Authorized Official Phone Number:

## **PROJECT PARTNERS - List all actively collaborating libraries or agencies.**

31. Partner Organization:
32. Partner Organization Type:
  - a. Federal Government, State Government, Local Government, School District, Non-profit, Private Sector, Tribe, Other
33. Complete Address:
34. Fax:
35. Contact Person:
36. Contact Person Email Address:
37. Contact Person Phone:
38. Partner Statements: (Each partner listed in the application must provide a one page collaboration statement indicating the commitment of funds, time, staff or other resources. Submit partner statements through the online application or by emailing to [reishk@michigan.gov](mailto:reishk@michigan.gov). File name MUST be *Applicant Name–Partner Name–LSTA Application.pdf*.) – Not required for sponsorship applications.

## PROJECT PROPOSAL

Each topic is required. The submission length allowed will be approximately 10 pages of 12 point text. You may submit additional material, such as charts, statistics, tables, spreadsheets, partner cooperation statements, staff resumes, etc. Submit additional materials through the online application or to [reishk@michigan.gov](mailto:reishk@michigan.gov) in pdf format. File name MUST be *Applicant Name–Document Name–LSTA Application.pdf*.

39. Project Abstract: 2,000 characters limit

(Provide a brief overview of the project of no more than 160 words. The abstract will be published publicly. Be clear, concise with no jargon or acronyms.)

40. Project Purpose: 4,000 character limit, approximately one page.

(Describe project goals. Answer the questions: what we do, for whom, to what end.)

41. Target Population's Need for Project: 4,000 character limit, approximately one page.

(Describe how the need for this project was determined. Provide statistical and demographic data. Describe the current level of service provided to the target population. Describe the impact should the project **not** receive funding. Cite sources of all data used.)

42. Project Impact: 4,000 character limit, approximately one page.

(Describe the impacts of the project. Clearly relate them to the identified goals and needs in the previous two topics as well as future regional and statewide impacts.)

43. Project Design: 12,000 character limit, approximately 3 pages.

(List step-by-step details of the project, including planning, promotions, applicant and project partner activities, location of activities, evaluation and required reporting.)

44. Evaluation Plan: 4,000 character limit, approximately one page.

(Describe plans for evaluation of the project. Include a.) what is to be measured, b.) data collection methodology, c.) target benchmarks and outcomes to determine success (quantifiable ways of measuring the impact of the project objectives) and d.) a plan to share evaluation results. Outcome based evaluation is required.)

45. Sustainability: 4,000 character limit, approximately one page.

(Describe the plans to continue the project beyond the grant period, including maintaining staffing, upgrading technology, etc. Include plans for funding, and if applicable, for the use of project evaluation in support of future funding.)

46. Project Timeline: 4,000 character limit, approximately one page.

(List each project activity in a step-by-step chronology. Include all project design elements, evaluation activities, etc.)

47. Personnel: 4,000 character limit, approximately one page.

(Identify who will administer the funds and provide the services described. List the qualifications of each person.)

## STATE GOAL

48. Please select the Library of Michigan LSTA Goal that most closely matches the purpose of your project.
- a. Michigan residents will have equal access to resources and materials in various formats for lifelong learning.
  - b. Michigan residents will have opportunities to gain new skills and improve skills to engage in the 21st century community and economy.
  - c. Michigan libraries will actively pursue partnerships and initiatives that support community development and engagement.

## FEDERAL LSTA INTENT

49. What is the Intent of your project? (Select only one)
- Information access
    - Improve users' ability to discover information resources.
    - Improve users' ability to obtain and/or use information resources.
  - Lifelong learning
    - Improve users' formal education
    - Improve users' general knowledge and skills.
  - Human services
    - Improve users' ability to apply information that furthers their personal, family, or household finances
    - Improve users' ability to apply information that furthers their personal or family health & wellness
    - Improve users' ability to apply information that furthers their parenting and family skills
  - Economic & employment development
    - Improve users' ability to use resources and apply information for employment support
    - Improve users' ability to use and apply business resources
  - Civic engagement
    - Improve users' ability to participate in their community
    - Improve users' ability to participate in community conversations around topics of concern.

## FEDERAL LSTA SUBJECTS

50. What subjects are included in the Intent of your project? You can select up to two.
- Arts, Culture & Humanities
  - Business & Finance
    - Employment
    - Personal Finance
    - Small Business
  - Civic Affairs

- Community Concerns
  - Government
- Education
  - After-school activities
  - Curriculum support
- Environment
- Health & Wellness
  - Parenting & Family skills
  - Personal/Family health & wellness
- History
- Languages
- Literacy
  - Adult Literacy
  - Digital Literacy
  - Early Literacy
  - Reading Program (Not Summer Reading)
  - Summer Reading
- Science, Technology, Engineering, & Math (STEM)

## TARGET POPULATION

51. Is the project directed to a targeted group or the general population?
52. If directed to a targeted group, please select one or more of the following options.
- a. Families
  - b. Intergenerational groups
  - c. Ethnic or minority populations
    - i. American Indian or Alaska Native
    - ii. Hispanic or Latino
    - iii. Asian
    - iv. Native Hawaiian or other Pacific Islander
    - v. Black or African American
    - vi. Not applicable
  - d. Immigrants/refugees
  - e. Economically disadvantaged
    - i. People who are living below the poverty line
    - ii. Unemployed
    - iii. Not applicable
  - f. Disabled
  - g. Those with limited functional literacy or informational skills
  - h. Groups that fall into a category not already listed? Please explain.
53. If directed to a targeted group, is the project directed at a particular age group? Select one or more of the following options.
- a. All ages

- b. 0-5 years
- c. 6-12 years
- d. 13-17 years
- e. 18-25 years
- f. 26-49 years
- g. 50-59 years
- h. 60-69 years
- i. 70+ years

54. If directed to a targeted group which best describes the geographic community of the target group

- a. Statewide
- b. Urban
- c. Suburban
- d. Rural

**BUDGET**

55. Budget Year One:

<b>YEAR ONE BUDGET</b>	<i>Activities/Materials from Proposal</i>	<i>LSTA</i>	<i>Cash Match</i>
<b>Salaries/Wages/Benefits</b>		\$	\$
<b>Consultant Fees</b>		\$	\$
<b>Travel</b>		\$	\$
<b>Supplies/Materials</b>		\$	\$
<b>Equipment</b>		\$	\$
<b>Services</b>		\$	\$
<b>Indirect</b>		\$	\$
<b>Total</b>		\$	\$

56. Budget Year Two

<b>YEAR TWO BUDGET</b>	<i>Activities/Materials from Proposal</i>	<i>LSTA</i>	<i>Cash Match</i>
<b>Salaries/Wages/Benefits</b>		\$	\$
<b>Consultant Fees</b>		\$	\$
<b>Travel</b>		\$	\$
<b>Supplies/Materials</b>		\$	\$
<b>Equipment</b>		\$	\$
<b>Services</b>		\$	\$
<b>Indirect</b>		\$	\$
<b>Total</b>		\$	\$

57. Budget Year Three

<b>YEAR THREE BUDGET</b>	<b><i>Activities/Materials from Proposal</i></b>	<b><i>LSTA</i></b>	<b><i>Cash Match</i></b>
Salaries/Wages/Benefits		\$	\$
Consultant Fees		\$	\$
Travel		\$	\$
Supplies/Materials		\$	\$
Equipment		\$	\$
Services		\$	\$
Indirect		\$	\$
<b>Total</b>		\$	\$

58. Overall Budget

<b>OVERALL BUDGET</b>	<b><i>LSTA</i></b>	<b><i>Cash Match</i></b>
Salaries/Wages/Benefits	\$	\$
Consultant Fees	\$	\$
Travel	\$	\$
Supplies/Materials	\$	\$
Equipment	\$	\$
Services	\$	\$
Indirect	\$	\$
<b>Total</b>	\$	\$

**CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT**

- PUBLIC LIBRARIES
- PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES
- CONSORTIA OR OTHER GROUP APPLICANTS

As the duly authorized representative of the applicant library, I hereby certify that:  
(select one)

- A. The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
  
- B. The requirements of Section 9134(f)(1) of the Library Services and Technology Act do not apply to the applicant library because no funds made available under the LSTA program will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet for a public library or public elementary school or secondary school library that does not receive discounted E-Rate services under the Communications Act of 1934, as amended.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Library/Program

**BOARD RESOLUTION STATEMENT OF ASSURANCES**

This Statement of Assurances is entered into \_\_\_\_\_ [Date], by the \_\_\_\_\_ [Applicant Name], on behalf of the Library of Michigan (LM). The \_\_\_\_\_ [Applicant Name] agrees to comply with the statutes, rules, regulations, and executive orders provided below to be eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20 U.S.C. § 9121 *et seq.*, contract/grants program administered by LM.

*\* NOTE: Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

The duly authorized representative \_\_\_\_\_ [Representative Name], of the applicant named above, certifies that the \_\_\_\_\_ [Applicant Name]:

**DEBARMENT AND SUSPENSION**

The contractor shall comply with 2 CFR Part 3185. The undersigned, on behalf of the contractor, certifies to the best of his or her knowledge and belief that neither the contractor nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The contractor, as a party to a first-tier procurement contract, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in contract.

**DRUG-FREE WORKPLACE REQUIREMENTS**

The contractor must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

The undersigned, on behalf of the contractor, certifies that the contractor will or will continue to provide a drug-free workplace by taking actions such as, but not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the contractor's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying all known workplaces under its Federal awards.

## **LOBBYING**

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the contractor certifies to the best of his or her knowledge and belief that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, 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 awarding of a Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant or contractor) 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 contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

## **FEDERAL DEBT STATUS**

The contractor certifies to the best of his or her knowledge and belief that the contractor is not delinquent in the repayment of any Federal debt.

## **ASSURANCES - NON-CONSTRUCTION PROGRAMS**

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the Organizational, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Organization of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

### **Trafficking in Persons**

#### *a. Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
  - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - ii. Procure a commercial sex act during the period of time that the award is in effect; or
  - iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
  - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
  - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
    - A. Associated with performance under this award; or
    - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

#### *b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:*

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:
  - i. Associated with performance under this award; or
  - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.

*c. Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
  - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
  - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

*d. Definitions.* For purposes of this award term:

1. “Employee” means either:
  - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit Organization of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).
    - B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

The Applicant agrees that compliance with this Statement of Assurance constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency.

**If one person holds more than one of the positions below, they must sign for each position.**

**All *four* signatures must be present and be original signatures- signature stamps and copies of signatures will NOT be accepted.**

_____	_____	_____
Board Chairperson Name [ <i>Type</i> ]	Signature	Date
_____	_____	_____
Authorized Official Name [ <i>Type</i> ]	Signature	Date
_____	_____	_____
Grant Administrator Name [ <i>Type</i> ]	Signature	Date
_____	_____	_____
Fiscal Agent Name [ <i>Type</i> ]	Signature	Date

**Library of Michigan LSTA Grant Program  
Grant Application Review Scoring Rubric**

Grant applications will be reviewed by the LSTA Advisory Council members and Library of Michigan staff. Reviewers will assign points based on how well the grant application fits the guidelines. Reviewers will assign points as described below. The resulting total scores will reflect the following:

- 0 % - 40% of possible points – Project does not meet the program guidelines
- 41% - 70% of possible points – Project partially meets the program guidelines
- 71% - 100% of possible points – Project meets the program guidelines

Applicants will be ranked by the total score for each application. A ranked list will be used to select successful applicants, beginning with the highest scored application. There may not be enough funding to award all applications, and some applications will not be funded. Funding recommendations will be presented to the State Librarian. The State Superintendent will make the final grant selections.

**General Review of Application – 25 points total**

1. Proposal Relationship to Program Priorities (20 points total) \_\_\_\_\_

Is the project for an innovative library service or program?  
Does the project have significant collaboration with active partners?  
Does the project have the capacity to be a regional or statewide resource or service?

2. Proposal Relationship to Program Guidelines (5 points total) \_\_\_\_\_

How well does the project meet any one or more of the program guidelines?

- Provides quality services to a targeted clientele, especially the unserved or underserved,
- Promotes library service to diverse populations,
- Develops new models or levels of collaboration among libraries, or
- Provides opportunities for collaboration among libraries and community organizations.

**Review of Application Proposal – 75 points total**

3. Project Abstract and Purpose (10 points total) \_\_\_\_\_

Does the project meet the goals of the LSTA Act and the grant program?  
Are the project goals well described and sound?  
Does the proposal name and explain non-federal resources that will be used  
(for example, funding, outreach, or technical support)?

4. Project Need (5 points total) \_\_\_\_\_

Is the target population’s need for the project well described?  
Is the target population’s need for the project compelling?  
Is the project need supported with statistical and demographic data?  
Is the current service level described clearly?

Is the impact of the project **not** being funded clear?

5. Project Impact (10 points total) \_\_\_\_\_

Are project outcomes and objectives clearly defined?

Do project outcomes and objectives clearly relate to the identified needs?

6. Project Design (15 points total) \_\_\_\_\_

Does the proposal list methods and activities appropriate to achieve the impacts listed?

Does the proposal clearly articulate the involvement of project partners?

Does the proposal provide a promotion plan to make the target population aware of the improved library service?

Are the activities listed in the partner statements reasonable and appropriate for the project?

Do the activities of the applicant and partners lend themselves to the development of a regional or statewide program in the long-term?

7. Evaluation Plan (10 points total) \_\_\_\_\_

Does the evaluation plan describe how data will be collected, including pre-tests if appropriate?

Are target outcomes identified?

Are the target outcomes valid and reasonable indicators of success?

Is there a clear plan to share and use the evaluation results?

8. Sustainability (10 points total) \_\_\_\_\_

Does the proposal describe a realistic and clear plan to continue the project beyond the grant period?

9. Timeline (5 points total) \_\_\_\_\_

Does the timeline include all necessary elements of the project?

Are the dates appropriate in relation to the overall project timeline?

10. Budget (10 points total) \_\_\_\_\_

Is the budget adequate and reasonable to support the project?

Is the budget accurate?

Is each budgeted item adequately described in the project proposal?

Total Review Points (100 possible) \_\_\_\_\_