

**Library of Michigan  
Library Services & Technology Act**

**IMPROVING ACCESS TO INFORMATION GRANT**

**APPLICATION INFORMATION**

**Submission Deadline:  
May 27, 2021; 5:00 PM EST**



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## I. BACKGROUND

The Library of Michigan's (LM) focus for this grant program is to improve public and academic libraries' capacity to offer services and information resources in their communities. The focus will be on projects that improve access for library users in the areas of literacy, local history or special collections, or improving access for community users with limited access.

Libraries may apply for subsequent phases of a project that are underway, but previous funding does not guarantee continued funding. Libraries may also apply for funding of an ongoing project as it reaches new audiences, incorporates new methodologies, or significantly expands the reach of the project in other ways.

The program distributes federal library funding authorized under the Museum and Library Services Act (LSTA) to state-approved projects. Through the legislation, the Institute of Museum and Library Services (IMLS), an independent federal agency, provides grants to state library administrative agencies, including LM. These federal grants may be used to support statewide initiatives and services, or they may be distributed through competitive grant programs. The complete legislation is available at [www.michigan.gov/lsta](http://www.michigan.gov/lsta).

The Library Services and Technology Act (LSTA) outlines the following broad priorities for funding. They are:

- expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in section 9134(b)(6) of LSTA, for the purpose of improving the quality of and access to library and information services;
- providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and enhancing efforts to recruit future professionals to the field of library and information services;
- developing public and private partnerships with other local agencies and local community-based organizations;
- targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- carrying out other activities consistent with the purposes set forth in section 9121, as described in the State library administrative agency's plan.

LM's Five-Year plan is available at [www.michigan.gov/lsta](http://www.michigan.gov/lsta).

**Policy Requirements:** LSTA grant program recipients are subject to the federal Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ([2 CFR Parts 200](#)).

## II. PROGRAM DESCRIPTION & PRIORITIES

LM's LSTA grant program is designed to provide libraries with the opportunity to expand services for learning and access to information and/or to develop library services that provide all users access to information. The intent is to fund one-year projects that increase access to library collections and information. The grant focus must be on how the activities will improve access for users. In a given fiscal year, LM will fund **a limited number of grants** that meet these priorities.

### Priorities:

- Improve access to services and information in areas of literacy.
- Improve access to services and information in areas of local history or special collections.
- Improve access to information for community users with limited online access, e.g., improving equity through digital inclusion.

## III. GRANT PROGRAM GUIDELINES

Applicants may propose a project for any of the three priorities listed above. Grants may be awarded for a range of projects that **focus on improving access for users** and fit the following guidelines for the priorities.

- Literacy projects: We are interested in projects that improve community literacy for a range of topics, such as early literacy, financial literacy, digital literacy, English as a second language (ESL), health literacy, etc. Examples are supporting programming for a community group like a teen center, creating a pop-up library collection that supports an identified local need, providing financial or digital literacy training, etc.
- Local history or special collections: We are interested in projects that engage local communities in the collection, documentation, and preservation of their local histories, experiences, and identities. Examples are preservation and promotion of an existing collection, collaborating with a local museum to bring together a themed collection, remediating metadata for an existing digital collection for inclusion in the Digital Public Library of America (DPLA), etc. **See additional guidance on this below.**
- Access to Information: We are interested in digital inclusion projects, meaning increasing or improving services for users with limited online access. Examples are hot spot lending programs, support for technology training, using assistive devices with disabled patrons, etc.

**Note** that a priority of IMLS is to improve or develop new services to target populations, such as people from diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; and individuals with limited functional literacy, limited English proficiency or limited information literacy skills.

In considering what service to request funding for, applicants should consider how their proposal improves access to information for their community and how it may increase the reach of the library to new users.

### **Unallowable Requests:**

Requests to fund generally accepted standard library operations, such as collection development, automation, staffing or equipment replacement, will not be granted. Requests for funds that supplant local funding instead of supplementing local funding will not be granted. Requests that include construction or renovation of a building or vehicle, even to install allowable materials, or for other capital expenditures will not be granted.

### **Proposal Development:**

LM encourages prospective applicants to discuss their projects with LM staff before developing a proposal. For more information, contact Karren Reish at [reishk@michigan.gov](mailto:reishk@michigan.gov) or 517-241-0021.

## **IV. LOCAL HISTORY OR SPECIAL COLLECTIONS PROPOSALS – ADDITIONAL GUIDANCE**

Grant proposals that focus on local history and special collections may focus on one or more of the following three areas:

1. Digitization of local and/or special collections; or
2. Preservation of one-of-a-kind collections; or
3. Assessment and preservation planning for special collections, either physical or digital.

### **NOTES:**

- **NEWSPAPER DIGITIZATION IS NOT A FOCUS OF THESE GRANTS AND WILL NOT BE FUNDED. For those looking to digitize local newspapers, Clarke Historical Library at Central Michigan University has limited local and LM funding to support Michigan newspaper digitization for public libraries.**
- **Digitization proposals are expected to include how the project content will be provided to the Michigan Service Hub of DPLA. Institutions will not be eligible for another grant if they do not provide content to the Michigan Service Hub.**

Digitization proposals or preservation proposals that include digitization or metadata remediation **MUST ALSO** address the following bullet points to be eligible for funding. Include how these issues will be addressed in the project work and how generally accepted best practices will be maintained. Libraries without in-house expertise in these areas can include consultants or grant funded staff in their grant budget.

- Digitization processes and standards:
  - Processes and procedures for handling and digitizing (scanning or photographing) the materials.
  - Digitization standards – See Smithsonian Digitization standards.

- Derivatives of digitization – e.g., master image, accessible image, thumbnail image. DPLA standards are required.
- The creation of metadata and the metadata standard to be used – See Dublin Core Metadata standards or other broadly used and well-documented metadata standard.
- Access to materials - Materials must be freely accessible to all and as such in building use only is not acceptable.
- Sharing materials through the Michigan Hub of the DPLA.
- Equipment needs if digitizing in-house or vendors if outsourcing digitization.
- Digital repository or content management system, such as ContentDM (Local hosting that does not allow discovery is not acceptable).
- Digital preservation plan such as offsite or cloud server backups, microfilm backups, accepted file formats, and plans for future software and format migration.
- Digitization proposals must provide documentation of copyright permission from the copyright holder or documentation that the content to be digitized is not under copyright for all materials in the proposal.
- Projects that include working with or scanning fragile materials must include a preservation plan for the physical items. See Library of Congress Preservation Guidelines for guidance <https://www.loc.gov/preservation/care/scan.html>
- If scanning materials, the output must be in digital form. Microfilm is an acceptable output as a preservation copy only.
- Projects that include metadata remediation must include the status of the collection as well as how you will prepare the collection for DPLA, including the metadata standard to be used.

#### **FURTHER RESOURCES:**

- Digital Public Library of America (DPLA) – <https://dp.la/>
- Michigan Service Hub of DPLA - <http://michiganservicehub.org/>
- Collection Assessments:
  - Northeast Document Conservation Center (NEDCC) Digital Preservation Assessment – [www.nedcc.org/dpa](http://www.nedcc.org/dpa)
  - Conservation Center for Art & Historic Artifacts (CCAHA) assessment for physical items – <https://ccaaha.org/>
- Digital Preservation Planning:
  - CLOCKSS - <https://clockss.org/>
  - National Digital Stewardship Alliance - <https://ndsa.org/activities/levels-of-digital-preservation/>
- Digitization Best Practices:
  - <http://libguides.mst.edu/c.php?g=335435&p=2256780>
- Digitization Project Planning:
  - Lifecycle of Digital Project - <https://guides.library.ucsc.edu/digitalproject/projectplanning>
  - Best Practices and Planning for Digitization Projects - <https://www.webjunction.org/news/webjunction/best-practices-and-planning-for-digitization-projects.html>

- Lyrasis Digital Toolbox - <https://www.lyrasis.org/services/Pages/Digital-Toolbox.aspx>
- Digitization Standards:
  - Smithsonian - <https://siarchives.si.edu/what-we-do/digital-curation/digitizing-collections>
- Metadata Standards:
  - Encoded Archival Description (EAD) - <http://www.loc.gov/ead/>
  - MARC - <https://www.loc.gov/marc/>
  - Metadata Object Description Schema (MODS) - <http://www.loc.gov/standards/mods/userguide/index.html>
- Preservation Information:
  - Library of Congress - <https://www.loc.gov/preservation/>.

## **V. FUNDING AVAILABILITY and GRANT PERIOD**

LM will announce each fiscal year whether competitive grant funds are available and the possible funding amounts. The number and amount of grant awards will depend on the funds available and the number of applications received.

For fiscal year 2021, the grant awards will be as follows:

Minimum Grant Award:	\$5,000
Maximum Grant Award:	\$25,000

The grant period will be October 1, 2021 to September 30, 2022. All grant funded expenses and activities must start and end in this time frame, including subscriptions, warranties, or services.

### **Local Support Requirements:**

Cash Match: Not required, but it is encouraged. Lack of match does NOT count against a proposal.

**NOTE: Grant funds will be provided on a REIMBURSEMENT basis only.**

## **VI. ELIGIBILITY**

### **Who may apply?**

For purposes of LSTA, the State Library has discretion on the eligibility of applicants. For this Improving Access to Information grant program, eligible applicants are Michigan public and academic libraries. Vendors or partner institutions are NOT eligible to apply.

To be eligible, a library must:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services;
5. have a record of multi-type library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan; and,

6. 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, at the time of application and the time of grant award.

**Partners and Lead Organization:**

**Proposals must be submitted by a LSTA-eligible library.** If appropriate to the proposed project, an applicant library may have a partner. However, the applicant library will be the fiscal agent and the project administrator in terms of grant requirements.

## **VII. APPLICATION GUIDELINES**

All eligible organizations that apply by the deadline AND propose an eligible project will have their proposals reviewed for funding.

**Application Webinars:**

Application webinars will be offered in the spring of a given program year.

**Application Availability and Due Date:**

LM's LSTA grant application information, including the application questions, is listed further on in this document. **Application submission is through the online grant site.** The application may be submitted any time after the program announcement in a given fiscal year, but no later than the grant application deadline. Attendance at an application webinar is strongly encouraged.

**Applications for LSTA competitive grants must be received at LM by 5:00 PM EST of the grant deadline for the given program year. Submission is online at the LM grant site and includes a signature sheet with original signatures.**

**General Application Guidelines:**

- A. For competitive grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials, or staff, or to support ongoing activities.
- B. Each proposal must clearly fit the program priorities and guidelines of the program. A library may submit more than one application in a given program year so long as the proposals are for **different** projects. Libraries may not submit proposals for the same project in different grant programs.
- C. The total amount of LSTA funds requested must meet or exceed the minimum grant award amount established.
- D. LSTA competitive grant funds are available to grantees on a reimbursement basis only. The grant recipient must submit reimbursement request forms after funds have been expended (goods or services ordered, received, AND paid for). The final reimbursement request may not be disbursed to grantees until the final report has been received and approved by LM.



- E. 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.
- F. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.
- G. Locations for all LSTA-funded equipment must be clearly specified in the application. Equipment is defined as physical items with a purchase price of over \$5,000 per item. Items with a purchase price of over \$5,000 per item must be approved IN ADVANCE by IMLS.
- H. Applicants must submit an active DUNS number with their application.
- I. The applicant library must notify LM in writing if changes are made to project activities, budget, or key personnel, which are the grant administrator, fiscal agent, and authorized official.
- J. Successful applicants will be responsible for completing the grant activities within the approved grant period and submitting the required forms by the deadlines. Libraries may request a 10-business day extension of a deadline in cases of emergency.

## VIII. APPLICATION REVIEW and AWARD PROCESS

### Application Review:

The grant proposal will be read and evaluated for overall impact by the LSTA Advisory Council, peer reviewers and LM staff. The LSTA Advisory Council membership criteria include geographic diversity and a range of library types and staff levels. All reviewers will use the Grant Application Review Scoring Rubric to evaluate each application. The rubric is included later in this document. The State Librarian and State Superintendent will make all final decisions on grant awards.

### Award Notification:

Award Letter - LM will send a letter and grant award notice (contract) to announce the award of an LSTA grant. **Project spending must not occur until after execution of a grant award.** Execution of a grant award is the start date on the grant award notice.

State and federal legislators will be notified in writing of grant awards to libraries located in their districts.

### Grant Administration Meetings:

Each grant recipient is **REQUIRED** to attend a grant administration meeting. The meeting will provide project management information for effective LSTA grant administration. The **grant administrator** must attend the meeting to maintain grant eligibility. Library directors, fiscal staff and/or others involved in the project are encouraged to attend. The meeting will be set at a date and time agreeable to the grantees and LM.

**Dates of Fiscal Obligation:**

LM will prepare and execute a grant award (contract) with each grantee. The grant award will be mailed. The grant award will identify the award period (contract start and end dates) in which all expenditures and obligations must be incurred. **Expenditures or contractual obligations incurred before or after the award period will not be eligible for reimbursement under the LSTA program.**

**IX. MDE/Library of Michigan CONTACT INFORMATION**

All grant proposal and grant management documents should be submitted in the online grant site. Questions can be directed to Karren Reish.

517-241-0021  
[reishk@michigan.gov](mailto:reishk@michigan.gov)  
Fax: 517-335-1522

Library of Michigan  
LSTA Program  
702 W. Kalamazoo Street  
P.O. Box 30007  
Lansing, MI 48909-7507

Please confirm receipt of materials if you do not receive a response within five business days.

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

**You must submit a complete application no later than 5:00 PM EST on May 27, 2021 to be considered for a grant. Incomplete applications WILL NOT be reviewed.**

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

1. LSTA Grant Application.
2. Partner Statements from any listed partners. (Only required if the proposal includes a partner)
3. Budget.
4. LSTA Grant application certifications.

Item 1 is submitted through an online form. The link to the online form is posted at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Improving Access to Information Grant section.

Items 2, 3 and 4 are submitted as pdf format files through the online application with the file names formatted as *Applicant Name–Partner Name or Document Name–LSTA Application.pdf*.

It is the responsibility of the applicant to submit the online application and confirm receipt at LM by the applicable deadlines.

### **APPLICATION INSTRUCTIONS: All questions are required.**

**A. PROJECT INFORMATION:** Complete this section in its entirety. Enter amount of funds requested. 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. You must include a DUNS and EIN number.

**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 municipality is typically the fiscal agent for a municipal library and a district library is typically its own fiscal agent. An applicant may NOT list a fiscal agent that is different from their legal fiscal agent, such as a Friends group. An authorized official is the person with the authority to sign contracts for applicant organization.

**D. PROJECT PARTNERS:** Complete this section in its entirety ONLY if the proposal includes a partner. List all local or regional 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 participate in the project by providing staff time and/or funding throughout the project. A one-page signed statement is required from each partner to document agreement to provide staff and/or funding for specific listed activities. Do not include letters of support as partner statements.

**E. PROJECT PROPOSAL:** This section is used to provide a complete description of all components of the project. Emphasize how the project improves access to current or new community users. Each online question notes the maximum character length allowed. The narrative should include all budget items. Write for clarity and conciseness. **Each proposal section is a separate idea so there should be minimal overlap in the answers.** Be as specific as possible in each section to demonstrate your capacity and readiness to do the project. A complete project proposal will result in up to 10 pages of text. If you use references, please use end notes in the proposal text and include a numbered references or citation list as an appendix.

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

**Project Purpose(s):** Describe the project goals in detail, including what will be accomplished and for whom. Explain how the project goals meet the priorities of LSTA and the grant program priorities and guidelines, from the beginning of this document.

**Target Population's Need for Project:** Describe how the need for this project was determined. Provide statistical data and demographic information specific to the project and target population. 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.

**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 improved access for the target population.

**Project Design:** List all project activities and the methods to be used to accomplish them, including promotion to the target population and library stakeholders, use of budgeted items, etc. Include all activities by project partners if partners are part of the proposed project. Include grant administrative activities including required project reports. Preference will be given to proposals with a detailed, thorough project design demonstrating the applicant's readiness to complete the project successfully.

**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. The evaluation plan should be able to tell you, LM, and your stakeholders the following:

- The extent to which you have met the project goals;
- The quality of the project (e.g., efficiency, impact on participants, effectiveness, etc.);
- Whether or not your program should continue, expand or cease;
- The impact of your program on the participants or users for communication to policy makers and funders.

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 Outcome Based Evaluation (OBE) information (<https://www.ims.gov/grants/outcome-based-evaluations>) may be helpful to review. Consider the SMART Model when selecting outcomes (Specific, Measurable, Attainable, Relevant, and Time-Bound). You should consider using a logic model to plan your evaluation to ensure that you have considered all the necessary elements. Be aware that OBE evaluation may require pre- and post-testing. Projects including activities with children should plan to ask participating parents, caregivers, or teachers the evaluation questions, not the children.

NOTE: For projects that include training of library staff or trustees, library users, or develop and/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). Preference will be given to proposals with an evaluation plan over those who will develop an evaluation plan during the grant period.

**Sustainability:** Describe how you will 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. Preference will be given to proposals show the applicant is working on sustainability over those who will be working on sustainability during the grant period.

**Project Timeline:** Include a step-by-step chronological list of all project activities and target dates, e.g., "January 2022 – Complete evaluation pre-testing." Include any partner activities in the timeline. **Note that you must complete all grant expenditures by the last business day of August to request reimbursement by the last business day of September.** All other grant activities may continue through the last business day of September.

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

**F. STATE GOAL:** Identify one principal purpose from LM'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 budget category, briefly describe the activity or materials described in the proposal in the Budget Narrative column and enter the estimated funding amount and the funding source - either LSTA or cash match in the LSTA and Cash Match columns. Round amounts to the nearest dollar. You may enter a zero (0) for any budget category that will not be used. See Budget Category Definitions below for instruction on which category to use with which expense. The budget narrative column should CLEARLY identify each expense and show a breakdown of how you

determined your estimated cost – number of staff, number of staff hours, specific supplies and equipment, etc.

All grant funded materials and activities MUST be NECESSARY for the grant activity, ALLOWABLE by federal regulations, and ALLOCABLE, meaning how much time or materials used for the grant activity can be tracked.

The budget document is an editable spreadsheet on the Improving Access to Information grants page. Submit through the online application in pdf format. File name MUST be *Applicant Name–Budget–LSTA Application.pdf*.

### ***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. This category is for staff employed directly by the grantee. **NOTE: If you request LSTA funding for staff, you will be required to document hours worked 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 **advice** or **planning assistance** from 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. See Services for other contractors.

**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 the Travel section at [www.gsa.gov](http://www.gsa.gov).

**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 Smartlocker. 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, writing curriculum, 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. This category would also include interns or grant funded staff that receive a 1099 for their work. This

includes their travel costs. See Consultants for planning assistance and advice.

**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 Karren Reish at [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 budget.

In general, if you have a current approved indirect cost rate from a federal agency, use that rate. Upload a copy of your federal indirect cost rate agreement in the online application in pdf format as an appendix. The file name MUST be in this format: *Applicant Name–Indirect Agreement–LSTA Application.pdf*. If you do not have an approved federal indirect rate, you may request a de minimus indirect rate of 10% of the allowable 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.

#### **UNALLOWABLE COSTS – WHAT IS NOT ELIGIBLE FOR FUNDING:**

Some types of expenses are not allowable under federal rules (2 CFR 200) for ALL federal funds and ALL local match funds, 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 activities AND not integral to the grant program;
- construction, renovation, or repairs of any kind, including fixtures, for either buildings or vehicles;
- lobbying of any kind;
- transportation or travel for program participants or non-grant funded personnel;
- databases currently offered or similar to databases currently offered by LM;
- supplies, equipment or technology not specifically necessary for the grant activities;
- **awards, honoraria, prizes, or gifts;**
- **souvenirs or promotional items;**
- costs incurred before the grant contract start date and after the grant contract end date.  
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 Karren Reish ([reishk@michigan.gov](mailto:reishk@michigan.gov)) at LM before budgeting or expending funds.

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. PARTNER STATEMENTS:** If partners are part of the project, each partner listed in the application must submit a one-page, signed collaboration statement listing the staff, funding or resources that they are committing to the activities of the project. This is not a letter of support, but an agreement to participate directly in the project. Include a short description of the qualifications of each person

contributing significant staff time. ALL Partner Statements must be received by MDE/ LM no later than the application deadline of May 27, 2021, 5:00 PM EST. A Partner Statement not received by this deadline will not be considered part of the application. Submit through the online application in pdf format. File name MUST be *Applicant Name–Partner Name–LSTA Application.pdf*.

**L. CERTIFICATIONS:** ALL applicants must complete the Certifications form – both the CIPA section and the Certifications and Assurances section.

Complete this 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.

- **Section 1: CIPA INTERNET SAFETY CERTIFICATION:** Under the Children’s Internet Protection Act (CIPA), LM must provide certain assurances to IMLS and the federal government. These assurances confirm that IF federal funds are used for the purchase of computers, internet accessible devices or equipment used to access the Internet or for Internet access costs, data plans, etc., the grantee WILL filter the devices or access. **Filtering is required for use in the library and for use off site at a partner organization or when checked out to library patrons.**

- **Section 2: CERTIFICATIONS and ASSURANCES:** Under federal regulations, LM must provide all applicants with information on applicable federal regulations and grant guidelines and document that all applicants are aware of these regulations and guidelines.

The CIPA certification and the Certifications and Assurances are ONE form on the Improving Access to Information grants page. Download/Print the certifications form and complete both sections. Signatures must be original and are required by the applicant’s Authorized Official, Director, Grant Administrator, and Fiscal Agent. All lines must be signed, even if the same person holds more than one of these positions.

**These signatures are the applicant’s signatures for the grant contract if the grant is awarded.**

Scan the signed document and submit it through the online application. The file name MUST be in this format: *Applicant Name– Certifications–LSTA Application.pdf*. CONFIRM that the submitted form is the version with ALL the signatures.

**M. ADDITIONAL DOCUMENTATION:** You may submit additional documentation as a single PDF with the file name *Applicant Name– Additional Documentation–Date.pdf*. However, additional documentation is NOT required and will not be used in reviewing the grant proposal.

**N. SUBMISSION OF ONLINE APPLICATION:** The application will be submitted through LM online grant system. Applicants will need to set up an account if they do not have one already. The application will include instructions and can be saved, printed, and shared. All application documents are submitted in the online application in pdf format.



After completing the application questions, you will be able to review the application in full. After reviewing the application, the next and final screen allows you to submit the application. You will receive a confirmation email from the grant system. If you do not receive this email, confirm the application was received with LM.

## XI. LSTA GRANT APPLICATION QUESTIONS

### APPLICANT INFORMATION

1. Applicant Organization Official Name
2. Complete mailing address
3. County
4. EIN Number
5. DUNS Number
6. Fax Number
7. Website
8. Type of Applicant
  - a. Public Library (Class Size I, II, III, IV, V or VI)
  - b. Academic Library
9. Library Cooperative Membership
10. Eligibility Checklist for Applicant Type A-D.
  - a. Have one or more paid library staff
  - b. Have a regular schedule of library services
  - 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.
11. Legislative District of Applicant Organization
  - a. Michigan House of Representatives: District Number and Representative Name
  - b. Michigan Senate: District Number and Senator Name
  - c. U.S. House of Representatives: District Number and Representative Name

### PROJECT ADMINISTRATION

1. Applicant Organization Director
2. Director Email
3. Director Phone Number
4. Grant Administrator
5. Grant Administrator Email
6. Grant Administrator Phone Number
7. Applicant Organization Fiscal Agency
8. Fiscal Agency Tax Identification Number
9. Complete mailing address (include only if different than application Organization)
10. Fiscal Agent Contact Name
11. Fiscal Agent Email
12. Fiscal Agent Phone Number
13. Authorized Official

14. Authorized Official Email
15. Authorized Official Phone Number

## **PROJECT INFORMATION**

16. Project Title
17. LSTA Funds Requested: \$
18. Cash Match: \$
19. Anticipated Start and End Dates of the Project

## **PROJECT PROPOSAL**

Each topic is required. The submission length allowed will be approximately 10 pages of 12-point text.

1. Project Abstract: 160-word limit, approximately two paragraphs.  
(Provide a brief overview of the project of no more than 160 words. The abstract will be published publicly. Be clear and concise with no jargon or acronyms.)
2. Project Purpose: 750-word limit, approximately one page.  
(Describe project goals. Answer the questions: what we do, for whom, to what end. How do your project goals meet the priorities of the grant?)
3. Target Population's Need for Project: 750-word 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.)
4. Project Impact: 750-word limit, approximately one page.  
(Describe the impacts of the project. Clearly relate them to the identified goals and needs in the previous two questions.)
5. Project Design: 2,500-word 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.) Digitization projects should include documentation of copyright permission for materials to be digitized as an attachment to the proposal.
6. Evaluation Plan: 750-word 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 - specific, measurable, and relevant) and d.) a plan to share evaluation results. Outcome based evaluation is required.)
7. Sustainability: 750-word 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.)

8. Project Timeline: 750-word limit, approximately one page.  
(List each project activity in a step-by-step chronology. Include all project design elements, evaluation activities, etc.)
9. Personnel: 750-word limit, approximately one page.  
(Identify who will administer the funds and provide the services described. List the qualifications of each person.)

You may submit additional material, such as charts, statistics, tables, spreadsheets, partner cooperation statements, staff resumes, copyright permissions for materials to be digitized, etc. Submit additional materials through the online grant application as a PDF document. File name MUST be *Applicant Name–Document Name–LSTA Application.pdf*. Additional materials are most effective when directly related to the project population served and the project activities. Additional documentation should NOT continue the program proposal, but instead be clarifying documents in support of the proposal.

**PROJECT PARTNERS – If partners are included in the proposal, list all partners.**

10. Partner Organization Type
  - a. Federal Government, State Government, Local Government, School District, Non-profit, Private Sector, Tribe, Other
11. Partner Organization
12. Complete Address
13. Contact Person
14. Contact Person Email Address
15. Contact Person Phone
16. Partner Statements: (Each partner listed in the application must provide a one-page, signed collaboration statement indicating the commitment of funds, time, staff or other resources. Submit partner statements through the online the online grant site as a PDF document. File name MUST be *Applicant Name–Document Name–LSTA Application.pdf*. – Not required for sponsorship applications.

**STATE GOAL**

17. Please select the Library of Michigan LSTA Goal that most closely matches the purpose of your project.
  - a. Goal 1: Michigan residents will have equal access to information resources in various formats for lifelong learning.
  - b. Goal 2: Michigan residents will have access to current services and training support through their libraries.
  - c. Goal 3: Michigan libraries will continue to support their communities through collective impact initiatives and community engagement.
  - d. Goal 4: Michigan residents will be able to use Michigan’s historical and cultural collections for lifelong learning.

## FEDERAL LSTA INTENT

18. 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

19. 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

20. Is the project directed to a targeted group or the general population? If yes, answer the following questions.
21. If directed to a targeted group, please select one or more of the following options.
- a. Families
  - b. Intergenerational groups
  - c. Immigrants/refugees
  - d. Economically disadvantaged
    - i. People who are living below the poverty line
    - ii. Unemployed
    - iii. Not applicable
  - e. Disabled
  - f. Those with limited functional literacy or informational skills
22. If directed to a target ethnic or minority population group, select one or more of the following options. 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
23. If directed to a targeted age group, please select one or more of the following options.
- a. 0-5 years
  - b. 6-12 years
  - c. 13-17 years
  - d. 18-25 years
  - e. 26-49 years
  - f. 50-59 years
  - g. 60-69 years
  - h. 70+ years
  - i. All ages

24. If directed to a targeted geographic population group, select one or more of the following options.
- a. Urban
  - b. Suburban
  - c. Rural

**BUDGET**

25. Budget: Download the Budget Spreadsheet at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Improving Access to Information Grant program section. Upload the completed spreadsheet in the online application.

<b>BUDGET</b>	<b><i>Budget Narrative: Describe Activities &amp; Materials from Proposal</i></b>	<b><i>LSTA</i></b>	<b><i>Cash Match</i></b>
<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>		\$	\$

## XII. SAMPLE CERTIFICATIONS

### Children's Internet Protection Act (CIPA) INTERNET SAFETY CERTIFICATION FOR APPLICANT

- PUBLIC LIBRARIES
- ACADEMIC LIBRARIES

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.
- C. The applicant library or consortia is NOT a public library, public elementary or secondary school library, OR consortia with public and/or public-school libraries.

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

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

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

\_\_\_\_\_  
Date

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

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean or Superintendent or another authorized official.



## CERTIFICATIONS & ASSURANCES for Library of Michigan LSTA Grant Program Applications:

This Statement of Assurances is entered into on \_\_\_\_\_ [Date], by the

\_\_\_\_\_ [Applicant Library Name]. The \_\_\_\_\_

[Applicant Library 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.*

### 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.

### **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.

### **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 these Certifications and Assurances 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.

The Applicant understands that the State may immediately terminate a contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls.

**All signatures must be present and be original signatures. If one person holds more than one of the positions below, they must sign for each position.**

_____	_____	_____
Authorized Representative Name	Signature	Date

_____	_____	_____
Director/Dean Name	Signature	Date

_____	_____	_____
Grant Administrator Name	Signature	Date

_____	_____	_____
Fiscal Agent Name	Signature	Date

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean, Superintendent, Board Chair, or other authorized official.

### **XIII. Application Review Scoring Rubric**

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

- 0 % - 60% of possible points – Project does not meet the program guidelines and will not be considered.
- 61% - 80% of possible points – Project partially meets the program guidelines and will be considered if funding is available.
- 81% - 100% of possible points – Project meets the program guidelines and will be considered.

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) \_\_\_\_\_

Does the project improve access to information for literacy, collections, or those with limited access?  
Does the project improve the library’s capacity in relation to the type of project?  
Does the project have the capacity to be an effective improvement on current limitations to access for users?

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

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

- Develop or increase the scope of a literacy project,
- Develop or increase the scope of a local history or special collections project, or
- Improve access to online information for community users with limited access.

#### **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 if partners are listed?  
Does the proposal provide a promotion plan to make the target population aware of the improved library service?  
Do the activities increase the capacity of the library to provide or improve services in the subject area of the proposal?

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

Does the evaluation plan describe how data will be collected, including pre-tests if appropriate?  
Are goals, benchmarks and outcomes identified?  
Are the goals, benchmarks, and 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?  
Is each budgeted item necessary for the project activities?

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

**NOTE:** Applicants who have previously received grants from LM will have their past grant management considered. This includes whether all required reports were submitted on time, whether any grant funds were unused, and whether any funds were returned as unallowable reimbursements after an audit. Applicants with previous grant management issues will be considered after other applicants with similar review scores.



## XIV. GLOSSARY

**Authorized Official:** The person who is authorized to sign legally binding documents for the organization and who will be addressed in communications from LM.

**Board Chairperson:** This individual represents the board if the organization reports to a board, which may mean the Board Chairperson is also the authorized official. If the organization does not report to a board, the authorized official is the highest-level official who can authorize the library's participation in the LSTA project.

**Cash Match:** The amount of money that the grant recipient puts toward the project costs.

**CIPA:** The Children's Internet Protection Act restricts the use of funding that is available through the Library Services and Technology Act. These restrictions take the form of requirements for Internet safety policies and technology filters for public and school libraries that use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

**DUNS Number:** Data Universal Numbering System number. The nine-digit number assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or at <http://fedgov.dnb.com/webform>.

**Fiscal Agency:** The organization whose bank account the grant funds flow through for the exclusive benefit of the LSTA-eligible library of organization. The LSTA project reimbursement check, which is issued by the state of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

**Fiscal Agent:** The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project. The grant administrator and fiscal agent may be the same individual.

**Goals:** What the project is designed to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

**Grant Administrator:** The grant administrator must be an employee of the applicant LSTA-eligible library or organization. A grant administrator is generally responsible for completion of the LSTA project application, required forms during the project and the final narrative report at the project's completion. The grant administrator may be the library director, or any other staff member assigned to undertake the responsibilities of managing the project. The grant administrator and fiscal agent may be the same individual.

**Grant Award:** A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the award.

**Grant Period:** The period specified in the grant award document within which expenditures can be made or procured.

**Indirect Costs:** An indirect cost is an organization's incurred cost that cannot be readily isolated from the grant project. Typical examples are charges for utilities, insurance, use of office space and equipment

owned by the library, local telephone service, and the salaries of the management and administrative personnel of the organization.

**Innovative:** In the context of this grant program innovative is one or more of the following; a library service or program that has not been tried before in the Michigan library community, is being used on a new scale, is being targeted to a user group that it has not been offered to before or is a creative reworking of a traditional program using new methods. Grants will be rated on level of innovation.

**Institute of Museum and Library Services (IMLS):** An independent federal agency that supports museum and library services through various programs, including those authorized under the Library Services & Technology Act. More information is available at [www.ims.gov](http://www.ims.gov).

**Library Cooperative:** A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid funding.

**Library Services & Technology Act (LSTA):** The authorizing legislation for IMLS. The broad priorities of the Act are to improve and support library, museum, and information services in the United States.

**Multi-type Cooperation:** Networking and collaborative partnerships among all types of libraries and local government, day care facilities, senior centers, residential adult facilities or any other local agency. Example projects include union catalog listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

**Objectives:** Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals.

**Outcome Based Evaluation (OBE):** An evaluation process that provides information about the degree to which a project has met its goals to create benefits for individuals in the form of skills, knowledge, behavior, attitude, status, or life condition. See [www.ims.gov](http://www.ims.gov) for more information. OBE evaluation may require pre- and post-testing to show outcomes.

**Partners:** External departments, agencies, organizations, etc. with whom the applicant library has a formal arrangement to work mutually for the benefit of participants, end users, or patrons. Partners actively work together, expend effort, and make substantial contributions toward the success of the project by being involved in the planning, funding, and/or implementation of project activities. Letters of support are not considered evidence of partnerships. Evidence of partnerships are partnership statements that detail the possible funding, work, and staffing that the partner organization will contribute to the project. Vendors who provide services related to the grant project are NOT considered partners for the purposes of this grant, nor are branches or departments within the same overarching institution, or libraries or schools that a contractual for which a contractual relationship already exists with the applicant organization.

**Project Outcome(s):** Change(s) in the target audience's skills, knowledge, behavior, attitude, and status or life condition from the experience of the project. Project outcomes ask the question, "What were the results?" One example may include, "75, or 32% of the parents and caregivers who participated in the

‘Mommy and Me’ literacy program reported that they read to their child at least 10 minutes three times a week for six weeks. Prior to participation in the program, only 10 percent of parents and caregivers did so.”

**Project Outputs:** Measures of service or products provided; for example, the number of participants who completed a workshop or the number of items digitized.

**Project Purpose:** Answers the questions: what we do, for whom, and to what end (i.e., for what expected outcome or benefit).

**Resource Sharing:** The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

**Statewide:** Refers to programs or projects that have the entire state’s population as potential beneficiaries; a general service made available to all state residents, as compared to one that serves a specific, smaller target population.

**Target Benchmark:** A quantifiable measure of the impact of the project. For example, a success point may be the increase in participation of early reading programs by 20 percent. Another example may be to improve the reading levels of literacy program participants by 2 grade levels.

**Total Project Cost:** The total project cost is intended to show the total value of the project. It is the total of the LSTA funds requested and cash match.

## **XV. ANNUAL TIMELINE**

Applicable only if funds are available in a given program year.  
Program year is October 1<sup>st</sup> – September 30<sup>th</sup>

<b>Application Availability</b>	<b>January</b>
<b>Application Webinar</b>	<b>Spring</b>
<b>Application Due Date</b>	<b>Last Business Day of May</b>
<b>Award Announcement Letters</b>	<b>August</b>
<b>Grant Agreements Executed</b>	<b>August</b>
<b>Grant Administration Training</b>	<b>September</b>
<b>Grant Contract Start</b>	<b>October 1st</b>
<b>Quarterly Project Reports Due</b>	<b>Last Business Day of December, March, June September</b>
<b>Quarterly Reimbursement Requests Due</b>	<b>Last Business Day of December, March, June, September</b>
<b>Project Revision Due (Optional)</b>	<b>No later than last business day of April</b>
<b>Grant Activities Complete &amp; Contract End</b>	<b>September 30th</b>
<b>Final Reimbursement Request Due</b>	<b>Last Business Day of September</b>
- <b>Grant Expenditures Complete</b>	<b>Last Business Day of August</b>
<b>Final Project Report Due</b>	<b>Last Business Day of October</b>

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A submission by 5:00 PM EST in the online grant system is the final deadline for each date.