

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

**COLLABORATIVE LIBRARY
GRANT PROGRAM**

APPLICATION INFORMATION

Submission Deadline: May 29, 2020

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NOTE: Application Submission is through an online form. All eligible organizations that submit an Intent to File form by February 28, 2020 will receive a link for the online grant application.



STEP-BY-STEP INSTRUCTIONS FOR LSTA GRANT APPLICATION

IMPORTANT NOTE: You Must Submit an Intent to File form no later than 5:00 PM EST on February 28, 2020 to be eligible to apply for an LSTA grant in 2020. The Intent to File form can be found at www.michigan.gov/lsta.

In addition, you must submit a fully complete application no later than 5:00 PM EST on May 29, 2020 to be considered for a grant. Incomplete applications WILL NOT be reviewed.

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

1. Intent to File Form with Signature sheet – Due February 28, 2020.
2. LSTA Grant Application – Due May 29, 2020.
3. Signed Partner Statements from ALL listed partners. – Due May 29, 2020.
4. LSTA Grant application signatures sheet. – Due May 29, 2020.

Item numbers 1 - signature sheet, 3 and 4 are submitted as pdf files through the online application with the file names formatted as *Applicant Name–Partner Name or Document Name–LSTA Application.pdf*.

Items number 1 and 2 are submitted through an online form. The link to the online form will be provided by Library of Michigan staff after receipt of an eligible Intent to File form by the deadline. The institution that submits the Intent to File must be the institution that submits the proposal.

MDE/Library of Michigan CONTACT INFORMATION:

Direct questions on application information and submission to:

Karren Reish, Library Grants Coordinator
reishk@michigan.gov
517-241-0021 or 517-335-1516

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

APPLICATION INSTRUCTIONS: All questions are required.

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. Note that funds availability in year two and three of a grant depends on the Library of Michigan receiving federal LSTA funding.

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.

D. PROJECT PARTNERS: Complete this section in its entirety. 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 with specific listed activities is required from each partner to document agreement to provide staff and/or funding. Information on how to submit the partner statements is provided in this document in Section L – Partner Statements. For the purposes of this grant, vendors who provide services related to the grant project are not partners; if the applicant is a library system, branch libraries are not partners; if the applicant is a library cooperative, ISD, REMC or other non-profit group, member libraries or schools are not partners; and if the applicant is an academic library, departments within the same college or university are not partners.

E. PROJECT PROPOSAL: This section is used to provide a complete description of all components of the project. The proposal is the primary part of the application. 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. **Each question 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. NOTE: 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 for public viewing so be clear and concise in your description of the project and the desired outcome. Use language understandable to the 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 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. 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 (deliverables) 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, use of budgeted items, etc. Include all activities by project partners. Partners must actively collaborate in and contribute to the 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 goals, 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. 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.

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. Preference will be given to proposals with an evaluation plan over those who will develop an evaluation plan during the grant period.

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. 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 milestones, activities and target dates, e.g. "January 2020 – Complete evaluation pre-testing." Include partner activities in the timeline. **Note that you must complete all grant expenditures by the last business day of August in order 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.

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, briefly list 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. Do not include cents, round up to an even dollar amount. You may enter a zero (0) for any budget category that will not be used. See Budget Category Definitions on the next page for instruction on which category to use with which expense. **NOTE:** The budget narrative column should CLEARLY identify each expense and show how you determined your estimated cost – number of staff, number of hours, specific supplies and equipment, etc.

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 **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 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. Note that **ALL** Internet accessible devices are subject to filtering per the Children’s Internet Protection Act (CIPA).

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. 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 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. Upload a copy of your federal indirect cost rate agreement in the online application in pdf format. 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 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, for either buildings and 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 the Library of Michigan;
- equipment or technology not specifically necessary for the grant activities;
- **awards, honoraria, prizes or gifts;**
- **souvenirs or promotional items;**
- 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 Karren Reish (reishk@michigan.gov) 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 the Library of Michigan 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.

L. PARTNER STATEMENTS: 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. Include a short description of the qualifications of each person contributing significant staff time. Letters of support are NOT eligible as partner statements. ALL Partner Statements must be received by MDE/Library of Michigan no later than the application deadline of May 29, 2020, 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 or email to reishk@michigan.gov in pdf format. File name MUST be *Applicant Name–Partner Name–LSTA Application.pdf*.

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, Internet accessible devices and ALL other equipment used to access the Internet or for costs associated with direct access to the Internet. This includes computers and equipment for use in the library and for use off site at a partner organization or checked out to library patron. All applicants must complete and sign the certification statement, regardless of institutional 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. 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 May 29, 2020, 5:00 PM EST.

N. CERTIFICATIONS and 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. The file name MUST be in this format: *Applicant Name– Certifications Statement–LSTA Application.pdf*. This document must be received by MDE no later than the application deadline of May 29, 2020, 5:00 PM EST.

LSTA GRANT APPLICATION QUESTIONS

APPLICANT INFORMATION

1. Applicant Organization Official Name:
2. Complete mailing address
3. County
4. EIN Number
5. 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 period, the award will be rescinded.) Not required for sponsorship applications.
6. Fax Number:
7. Website:
8. Type of Applicant:
 - a. Public Library
 - b. Academic Library
 - c. School Library (ISD submits for a school library)
 - d. Multi-type Library
 - e. Library Cooperative
 - f. Non-Profit Library Association/Consortia
 - g. Other (Please explain)
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 at the time of application.
11. Eligibility Checklist for Applicant Type E-G.
 - a. Non-profit association or organization that is committed to resource sharing and/or the advancement of regional and statewide library services in Michigan.
12. 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. Length of Project – 12 month, 24 month, or 36 month (1, 2, or 3 years)
18. LSTA Funds Requested:
 - a. Year One \$
 - b. Year Two \$
 - c. Year Three \$
 - d. Total \$
19. Cash Match:
 - a. Year One \$
 - b. Year Two \$
 - c. Year Three \$
 - d. Total \$
20. Total Project Cost: \$
21. 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. You may submit additional material, such as charts, statistics, tables, spreadsheets, partner cooperation statements, staff resumes, etc. However, please include only materials DIRECTLY related to the project activities and audience. Submit additional materials through the online grant application as a PDF document. File name MUST be *Applicant Name–Document Name–LSTA Application.pdf*. Do NOT extend the proposal text into the appendices. If you use references, please use end notes in the proposal text and include a numbered references or citation list as an appendix.

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.)
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 topics as well as future regional and statewide impacts.)
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.)
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 objectives) 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. Resumes should be submitted as an appendix.)

PROJECT PARTNERS - List all local actively collaborating libraries or agencies.

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*.

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? Please select one that **most closely** matches your project.
- 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?** Please select two that **most closely** match your project.

- 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.

- g. 0-5 years
- h. 6-12 years
- i. 13-17 years
- j. 18-25 years
- k. 26-49 years
- l. 50-59 years
- m. 60-69 years
- n. 70+ years
- o. All ages

24. If directed to a targeted geographic population group, select one or more of the following options.

- p. Urban
- q. Suburban
- r. Rural

BUDGET – Use Budget Spreadsheet at www.michigan.gov/lsta in the Collaborative Library Service Grant program section. Upload the spreadsheet in the online application.

25. Budget Year One:

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

26. Budget Year Two

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

27. Budget Year Three

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

28. Overall Budget

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

Library of Michigan LSTA Grant Program

CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT LIBRARY

- PUBLIC LIBRARIES,
- PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
- CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

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

- A. The applicant library or consortia has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.
- 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 other authorized official.

Library of Michigan LSTA Grant Program

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

_____	_____	_____
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 or Superintendent or other authorized official.

**Library of Michigan LSTA Collaborative Library Services Grant Program
Grant 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. Reviewers will assign points as described below. The resulting total scores will reflect the following:

- 0 % - 50% of possible points – Project does not meet the program guidelines
(will not be considered)
- 51% - 75% of possible points – Project partially meets the program guidelines
(will be considered if funding is available)
- 76% - 100% of possible points – Project meets the program guidelines
(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) _____

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 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 and in the narrative section of the budget spreadsheet?
- Is each budgeted item necessary for the project activities?

Total Review Points (100 possible) _____

NOTE: Applicants who have previously received grants from the Library of Michigan 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.