SOS
Office of the Secretary of State
Washington State Library

LSTA Competitive Grant
Digital Literacy
2015 Grant Guidelines

GRANTS

INSTITUTE *of* Museum and Library SERVICES

This grant cycle is supported with Library Services and Technology Act funding provided by the federal Institute of Museum and Library Services.

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1. Introduction

Grant Cycle and Project Overview

The purpose of this grant cycle is to provide funding to public, academic, tribal, and school libraries to implement projects that support Digital Literacy projects in the community.

Projects should focus on providing skills and resources needed within a community and by patrons. Digital Literacy grant applicants are urged to utilize project partners. Project partners could include non-profits, hospitals, credit unions, local businesses, etc.

Projects should meet at least one of the following objectives:

- Encourage the development of skills required to communicate and perform business transactions in a digital environment (e.g., applying for health insurance, using online banking) with a focus on outreach to the community.

- Use diverse technologies appropriately to retrieve quality information (e.g., accessing library and other quality e-resources) and make them accessible to all users.

- Support the development of skills to collaborate with others to enhance employability in a digital and evolving world (e.g., setting up and using an email account, online job searching through local partnerships).

- Provide digital literacy assistance to underserved populations including those populations that fall into the following categories: those below the poverty line, veterans, persons with disabilities, children, teens, English as a Second Language (ESL), immigrants, senior citizens, tribal, rural, etc.. (e.g., offering targeted workshops to Veterans, offering bilingual classes, providing accessible labs for patrons with accessibility issues).

For the purposes of this grant cycle, the Washington State Library (WSL) will be using the American Library Association's (ALA) Digital Literacy Task Force definition of Digital Literacy which is:

> *… the ability to use information and communication technologies to find, understand, evaluate, create, and communicate digital information, an ability that requires both cognitive and technical skills.*

> *A digitally literate person:*

> - *Possesses the variety of skills, cognitive and technical, required to find, understand, evaluate, create, and communicate digital information in a wide variety of formats.*

> - *Is able to use diverse technologies appropriately and effectively to search for and retrieve information, interpret search results, and judge the quality of the information retrieved.*

> - *Understands the relationships among technology, lifelong learning, personal privacy, and appropriate stewardship of information.*

> - *Uses these skills and the appropriate technologies to communicate and collaborate with peers, colleagues, family, and on occasion the general public.*

- *Uses these skills to participate actively in civic society and contribute to a vibrant, informed, and engaged community.*

Note: Any purchases of devices, computers, and software must meet minimum Americans with Disabilities Act (ADA) guidelines. Grant recipients, requesting materials that provide internet access, must be Children's Internet Protection Act (CIPA) compliant.

Reference to any specific commercial products, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the Washington State Library (WSL).

2. Library Eligibility

Public libraries, school libraries, and academic libraries (two and four year colleges and universities) are eligible to submit applications for this grant cycle; subject to Library Services and Technology Act (LSTA) eligibility. Native American tribal libraries (as defined in Section 213 of the LSTA) within Washington State are also eligible to submit applications for this grant cycle. LSTA eligibility guidelines may be reviewed at http://www.sos.wa.gov/library/libraries/grants/eligibility.aspx.

3. Project Eligibility

Applicants must consider the Americans with Disabilities Act (ADA) compliance when purchasing materials, software, and devices. For public and school libraries, any purchases that connect to the internet require Children's Internet Protection Act (CIPA) compliance. Academic and tribal libraries are not subject to this provision.

Funds may be used to pay staff salaries and benefits, and contract services for project activities. However, since grant funds cannot take the place of previously budgeted local funding, regularly scheduled staff hours are not eligible for reimbursement. Backfill, overtime, and temporary or contracted project employees are eligible for reimbursement. Detailed timesheets are required when claiming reimbursement.

Devices (eReaders, tablets, etc.) may not be purchased for the purpose of circulation. They may be purchased and used for training of staff or the public.

No more than 60 percent of the budget may be used for devices, equipment, software, and databases (combined). The exception to this is to purchase equipment to create ADA (American Disabilities Act) labs and workstations for patrons.

Grant funding may not be used for food and refreshments, advertising and promotion of libraries in general, prizes or other incentives.

For more guidance view the "Allowable Costs" section of WSL's Grant Management Information page: http://www.sos.wa.gov/library/libraries/grants/grantees.aspx.

4. Funding Available

Overall funding to support this grant cycle is $75,000. This grant cycle has a limit of $7,500 per application. It is anticipated that ten (10) or more applicants may receive awards. Awards will be made contingent upon availability of federal funds and distribution of those funds by the Washington State Library, a division of the Office of the Secretary of State.

5. Timeframe

The following timeline has been developed for the purpose of providing information about this grant cycle and to assist applicants in developing appropriate projects and applications.

Tentative dates (subject to change)

- Monday, March 16, 2015 — Tentative date grant cycle opens
- Friday, April 24, 2015 — Application deadline; applications postmarked (by USPS, UPS, FedEx, etc.) or delivered after this date will not be accepted
- May 4 – June 26, 2015 — Application review by committee
- June 29 – July 8, 2015 —The Secretary of State and the State Librarian review and approve committee's recommendations
- July9 – July 17, 2015 — Anticipated timeline for grant award announcement; all applicants notified by letter, and contract development begins
- August 28, 2015 — Anticipated date that all contracts are fully executed and that project implementation can begin
- Project period — From date contract fully executed through Friday, August 19, 2016
- Friday, August 19, 2016 — Date project activity must end.
- Friday, September 30, 2016 — Final Narrative Report and final reimbursement claim due

6. Application Process

A. Review the grant cycle materials is available at http://www.sos.wa.gov/library/libraries/grants/grants.aspx.

B. An announcement of the grant cycle is sent via e-mail to various email lists including WSL Updates and Washington Library Association, and to those who have requested to be notified of this grant cycle.

Application guidelines, forms, and other materials may be obtained by visiting the WSL Web site and printing appropriate Web pages or downloading the Word files. Materials may also be obtained by contacting the Project Manager as noted at the end of these guidelines.

All applicants must complete a CIPA Certification form (available online at http://sos.wa.gov/library/libraries/libdev/technology/cipa.aspx#grant) with the grant application.

C. Review the criteria contained within the application to determine eligibility to apply. Respond to the criteria, checking either "yes" or "no" for each item.

D. Complete the application form; reply to **all** questions. Secure all required signatures.

E. General questions regarding the application process may be obtained by contacting the LSTA Grants Manager by e-mail or phone. Staffing limitations preclude review and comment on draft applications. However, Digital Literacy staff is available by phone or email to answer questions from potential applicants. Staff can help determine if they should proceed with or adjust their proposal or budget before they expend the resources necessary to fully plan the project and prepare a full grant application. Contact information can be found under Section 10.

F. Submit applications to the Washington State Library **postmarked (by USPS, UPS, FedEx, etc.) Friday, April 24, 2015 or hand delivered** by **4:00 p.m. on Friday, April 24, 2015**. Faxed applications are **NOT** acceptable for this funding request.

An application consists of three components:

1. A single-sided, signed original of the official 2015 DIGITAL LITERACY application, clearly identified as the original;

2. A paper copy of the original, clearly identified as a copy; *and*

3. An electronic copy in Word or rich text format (on a Universal Serial Bus [USB] drive or Compact Disc [CD]); or sent as an email attachment to wslgrants@sos.wa.gov (signatures are not required on the electronic copy).

Submit applications to the address below:

By Mail	*By Hand or Delivered*
LSTA Grants Program	*LSTA Grant Program*
Washington State Library	*Washington State Library*
PO Box 42460	*6880 Capitol Blvd SE*
Olympia, WA 98504-2460	*Tumwater WA 98501-5513*

G. A fully completed and signed application received in the mail or hand delivered by the application deadline will be accepted for the purposes of review and ranking. Submit one complete application per envelope. If you are applying for multiple grants, send each separately. This will ensure that there is no confusion during the review process and each application will receive due consideration.

H. A review committee selected by WSL will review the applications for eligibility. If eligible requests exceed available funding, awards will be based on application scoring. The review committee will forward recommendations to the State Librarian and the Secretary of State for final consideration and approval. WSL may contact the applicant for clarification of information.

I. After award of funding, a letter of notification will be sent to all applicants. Contracts will then be established with those receiving awards. Reimbursable project costs may not be incurred until contracts are fully signed (executed) by both the Office of the Secretary of State (Washington State Library) and the award recipient. Costs incurred prior to contract execution are not reimbursable.

7. Requirements

A. Libraries are sometimes granted funds contingent upon fulfilling one or more requirements prior to project implementation. Libraries must meet those contingencies prior to contract execution.

B. Libraries must expend local money first and then claim reimbursement. Funds will not be distributed in advance of activities and purchases taking place. Funds will only be distributed on a reimbursement basis.

C. Funds requested for the proposed project must not take the place of previously budgeted local funding.

D. Applicant/sub-grantee overhead expenses and administrative costs are not eligible for LSTA reimbursement. They may be used as match for the proposed project.

E. The purchase of all equipment costing over $5,000, made in whole or in part with grant funding, requires prior written approval from WSL. Purchases made in advance of receiving written approval are not reimbursable.

F. Items included under "Other Funding" and used as match or in-kind contributions may be monitored during project implementation. Documentation of these expenses will be required.

G. Applicants must commit to compliance with grant administration requirements. The lead applicant library must also act as fiscal agent for awarded contracts.

H. Quarterly Reports showing project progress and a Final Report providing a complete summary of the project and of all grant activities will be submitted to WSL according to the schedule provided in the contract document.

I. Reimbursement claims will be made on forms provided by WSL according to the schedule provided in the contract document. Documentation of expenses will be required.

J. Children's Internet Protection Act (CIPA): Applicants from public and school libraries must complete a CIPA Certification form with the grant application. Academic and tribal libraries are not subject to this provision. (Available online at http://sos.wa.gov/library/libraries/libdev/technology/cipa.aspx#grant)

A. The Washington State Library and the Institute of Museum and Library Services (IMLS) must be acknowledged as providing LSTA funding to support the project in all project-related public events, press releases, printed materials, and Web sites.

All projects and activities must be completed and funds expended by **August 19, 2016**. Applicants proposing projects that will use LSTA grant funding beyond August 19, 2016, will not be considered for this grant cycle.

8. Assurances

The Washington State Library and the Sub-Grantee agree that all activity pursuant to a Grant Agreement will be in accordance with all applicable, current, or future federal, state, and local laws, rules, and regulations. Specifically, this includes laws, rules, and regulations such as:

A. 45 Code of Federal Regulations (CFR) Part 1168, New Restrictions on Lobbying;

B. 45 Code of Federal Regulations (CFR) Part 1180.44, Nondiscrimination;

C. Code of Federal Regulations (CFR)

Title 2 → Subtitle A → Chapter I →

Government Wide Requirements for Drug-Free Workplace (Grants) (Part 182).

Government Wide Debarment and Suspension (Non-procurement), (Part 180).

Trafficking in Persons (Part 175).

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200

This new guidance can be inspected by accessing the following URLs:

2 CFR Part 200

In particular, see:

Subpart A—ACRONYMS AND DEFINITIONS

Subpart D—POST FEDERAL AWARD REQUIREMENTS establishes standards for Federal awards carried out through grants, cost reimbursement contracts, and other agreements.

Subpart E—COST PRINCIPLES establishes principles for determining costs applicable to grants, contracts, and other agreements.

Subpart F—AUDIT REQUIREMENTS / 200.501 Audit requirements: sets forth standards for obtaining consistency and uniformity among federal agencies for the audit of states, local governments, and non-profit organizations expending federal awards.

Code of Federal Regulations (CFR)

The CFRs can be inspected by accessing the following URL for the Electronic Code of Federal Regulations: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl.

The Code of Federal Regulations 45 CFR Part 1185 provides that an individual, corporation, unit of government or other entity that is debarred or suspended shall be excluded from Federal financial or non-financial assistance and benefits under Federal programs and activities.

Other Requirements:

If the Sub-Grantee includes a construction component as part of the overall project even if this component is not funded by federal funds, the following shall also apply and includes laws, rules, and regulations that are the provisions of 45 CFR 1183.36(i); including but not limited to:
A. Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), and section 508 of the Clean Water Act (33 U.S.C. part 15). Note: Applies to contracts, subcontracts, and sub-grants of amounts in excess of $100,000.

B. Mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163).

C. Compliance with the Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR part 3). Note: Applies to all contracts, grants, and sub-grants for construction or repair.

D. Compliance with the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts in excess of $2,000 awarded grantees and sub-grantees when required by Federal Grant Program legislation.

E. Compliance with sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR part 5). Note: Applies to construction contracts awarded grantees and sub-grantees in excess of $2,000, and in excess of $2,500 for other contracts which involve employment of mechanics or laborers

9. Examples of Project Work Plans & Budgets

Work Plan, Example A:

WORK PLAN			
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe		Responsible Party for the Completion of Tasks
(list in chronological order)	Start Date	End Date	
Project begins: hold organizational meeting, purchase equipment, and invite community partners to participate.	08/2015	09/2015	John Smith, Project Manager
Monthly Tech Nights held at the library (9 events) – Topics will	09/2015	05/2016	Jane Doe, Adult Services Librarian
Evaluation of Tech Nights – evaluation information will come from participant surveys	05/2016	06/2016	John Smith, Project Manager
Community Event on Digital Literacy (1 event)	07/2016	07/2016	Jane Doe, Adult Services Librarian
Submit final reports and final reimbursement claim		08/2016	John Smith, Project Manager

Budget Form, Example A:

Category	Grant Funds Requested (dollar amount)	Other Funds (dollar amount)	Describe Use of Funds (Be specific; itemize)
All Staff Salary, Wages, and Benefits[1]	$750		10 programs with 30 hours of staff time. 30 x $25/hr=$750
Contracts with Others	$1,500		Honorariums for Community Event on Digital Literacy, 3 presenters at $500/each
Travel and Training			
Equipment Under $5,000 (including software)	$2,500		Tablets and eReaders plus accessories for Tech Nights including an android based tablet and an iPad Mini.
Equipment Over $5,000[2]			
Expendable Supplies or Materials	$100		Hand-outs for events
Indirect costs [3]			% rate:
Other-Itemized			
TOTAL REQUEST (Grant funds requested are not to exceed $7,500)	$4,850		

Work Plan, Example B:

WORK PLAN			
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe		Responsible Party for the Completion of Tasks
(list in chronological order)	Start Date	End Date	
Project begins: hold organizational meeting, purchase equipment, recruit community members	08/2015	09/2015	John Smith, Project Manager
Create ADA workstation	09/2015	11/2015	Jane Doe, Adult Services Librarian
Train staff on digital literacy/ADA workstation	11/2015	01/2016	John Smith, Project Manager
Community event showcasing Digital Literacy and library accessibility for all	12/ 2015	07/2016	Jane Doe, Adult Services Librarian
Submit final reports		08/2016	John Smith, Project Manager

Budget Form, Example B:

Category	Grant Funds Requested (dollar amount)	Other Funds (dollar amount)	Describe Use of Funds (Be specific; itemize)
All Staff Salary, Wages, and Benefits[1]	$1200		Substitute time during staff trainings, 10 librarians, $30/hour x 40 hours (4hours each)=$1200
Contracts with Others	$1500		Trainer on accessibility and digital literacy
Travel and Training			
Equipment Under $5,000 (including software)	$2,500		ADA workstations; tablets
Equipment Over $5,000[2]			
Expendable Supplies or Materials	$500		Outreach flyers, etc.
Indirect costs [3]			% rate:
Other-Itemized			
TOTAL REQUEST (Grant funds requested are not to exceed $7,500)	$5700		

Example of a Work Plan C:

WORK PLAN			
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe		Responsible Party for the Completion of Tasks
(list in chronological order)	Start Date	End Date	
Example: Project begins; hold organizational meeting	08/2015	09/2015	John Smith, Project Manager
Contact potential community partners, attend meetings for Chamber of Commerce, Rotary Club and other organizations	09/2015	12/2015	Jane Doe, Librarian
Invite community partners to Digital Literacy Open House at the Library, host event at library	10/2015	12/2015	Jane Doe, Librarian
Train staff on eResources and devices (Train the Trainer approach)	01/2016	02/2016	Jane Doe, Librarian
Invite public to book-a-librarian for one-on-one tech support, set-up online calendar for bookings.	02/ 2016	08/2016	Jane Doe, Librarian and IT department
Community Engagement talks on Library eResources: Schools, Service Organizations, etc.	02/2016	08/2016	Jane Doe, Librarian
Monthly Tech Nights at the Library, recruit Teen and Adult volunteers	03/2016	08/2016	D. Dewey, Teen Librarian
Evaluation program and submit final reports	08/2016	09/2016	John Smith, Project Manager

Example of a Budget Form C:

Category	Grant Funds Requested (dollar amount)	Other Funds (dollar amount)	Describe Use of Funds (Be specific; itemize)
All Staff Salary, Wages, and Benefits[1]	$5,000	$5,000	Substitutes for desk staff when librarians are visiting community partners and presenting programs. Match from library operating budget.
Contracts with Others	$500	$500	Presenters for library programs, match from Friends of the Library
Travel and Training			
Equipment Under $5,000 (including software)	$2,000	$1,000	Tablets for training and programming. Match from Friends of the Library.

Equipment Over $5,000[2]			
Expendable Supplies or Materials			
Indirect costs [3]			% rate:
Other-Itemized		$2,000	Publicity and promotional items from Friends of the Library and Library Operating Budget.
TOTAL REQUEST (Grant funds requested are not to exceed $7,500)		$7,500	$8,500

[1] Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work.
[2] A single piece of equipment over $5,000, made in whole or in part with grant funding, requires prior written approval from Washington State Library.
[3] Federally negotiated or as defined by IMLS: http://www.imls.gov/applicants/indirect_cost.aspx.

Please note:

- Grant funds **may not** be used for:

    - Food and other refreshments.
    - Advertising and promotion of libraries in general.
    - Prizes and other incentives.
    - Conference registration or conference travel.

- In-kind matching funds are not required for eligibility; if you list "other funding," be prepared to document the use of those funds.

- Incomplete reimbursement claims will cause delays in reimbursement.

- It is important that you keep up-to-date with reporting requirements. If you are not current with reporting there may be delays in processing your reimbursement claims.

10. Contact Information

- Web site for grant information: http://www.sos.wa.gov/library/libraries/grants/grants.aspx

- Jennifer Fenton, Project Manager – Digital Literacy, 360.570.5571, jennifer.fenton@sos.wa.gov

- Maura Walsh, LSTA Grants Manager, 360.704.5246, maura.walsh@sos.wa.gov