



Office of the Secretary of State  
Washington State Library

## **LSTA Competitive Grant Digital Literacy 2014 Grant Guidelines**

# GRANTS



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, college, 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).
- Use diverse technologies appropriately to retrieve quality information (e.g., accessing library and other quality e-resources via tablets and smartphones).
- Support the development of skills to collaborate with others or to enhance employability in a digital and evolving world (e.g., setting up and using an email account, online job searching).

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, college libraries, and university libraries 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. Any purchases that connect to the internet require Children’s Internet Protection Act (CIPA) compliance.

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).

Grant funding may not be used to for food and refreshments, advertising and promotion of libraries in general, prizes or other incentives, or indirect costs (overhead). In addition, grant funds may not be used for technology used to access the Internet, or to pay for direct costs associated with accessing the Internet.

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)

- **February 28, 2014** — Grant cycle opens
- **April 18, 2014** — Deadline for applications; applications postmarked *after* this date will not be accepted
- **June 16, 2014** — Anticipated date for grant awards
- **June 17 – July 20, 2014** — Contract development
- **July 21, 2014 – August 14, 2015** — Project period
- **September 30, 2015** — Last day to submit reimbursement claims and final narrative report

## 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 Friday, April 18, 2014 or hand delivered by 4:00 p.m. on Friday, April 18, 2014**. Faxed applications are **NOT** acceptable for this funding request.

***An application consists of three components:***

1. A single-sided, signed original of the official 2014 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 [allyson.ruppenthal@sos.wa.gov](mailto:allyson.ruppenthal@sos.wa.gov) (signatures are not required on the electronic copy).

Submit applications to the address below:

***By Mail***

*LSTA Grants Program  
Washington State Library  
PO Box 42460  
Olympia, WA 98504-2460*

***By Hand or Delivered***

*LSTA Grant Program  
Washington State Library  
6880 Capitol Blvd SE  
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): 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.
- K. 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 14, 2015**. Applicants proposing projects that will use LSTA grant funding beyond August 14, 2015, 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. 45 Code of Federal Regulations (CFR) Part 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements;
- D. 45 Code of Federal Regulations (CFR) Part 1185, Government Wide Debarment and Suspension (Nonprocurement) and Government Wide Requirements for Drug-Free Workplace (Grants);
- E. 2 Code of Federal Regulations (CFR) Part 175, Award Term for Trafficking in Persons;

- F. Office of Management and Budget (OMB) Circular A-21 Revised, Cost Principles for Educational Institutions (now codified as 2 CFR Part 220);
- G. Office of Management and Budget (OMB) Circular A-87 Revised, Cost Principles for State, Local and Indian Tribal Governments (now codified as 2 CFR Part 225);
- H. Office of Management and Budget (OMB) Circular A-122, Cost Principles for Non-Profit Organizations (now codified as 2 CFR Part 230); and
- I. Office of Management and Budget (OMB) Circular A-133 Revised, Audits of States, Local Governments, and Non-Profit Organizations.

### **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/cqi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>.

- On this page is a drop-down box under “Browse”. To inspect 45 CFR Part 1183, select Title 45 – Public Welfare from the drop-down box and click on the “Go” button. A search list is returned that includes specific parts, chapters, and volumes of 45 CFR.
- If you are interested in inspecting 45 CFR Part 1183 or another part of this Title listed below, scroll to and click on the part labeled 1100-1199, National Foundation on the Arts and the Humanities.
- You will find one item titled 1183 under Subchapter E – Institute of Museum and Library Services. Click on this link for access to all sections of PART 1183—UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS. This item contains the full text of this title in html format. Use this same technique to find other parts of this title.
- If you are interested in just a part of this overall title and you know the name for the specific section, such as Copyrights, scroll to the title for that section.

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.

### **Office of Management and Budget (OMB) Circulars**

The following OMB Circulars can be inspected by accessing the following URL: <http://www.whitehouse.gov/omb/grants/index.html> Click on “Circulars”. The specific circular of interest can then be selected.

OMB Circular A-21 establishes principles for determining costs applicable to grants, contracts, and other agreements with educational institutions.

OMB Circular A-87 establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments and federally-recognized Indian tribal governments (governmental units).

OMB Circular A-122 establishes principles for determining costs of grants, contracts and other agreements with non-profit organizations.

OMB Circular A-133 is issued pursuant to the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156. It 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.

### **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:

<b>WORK PLAN</b>			
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe For Beginning and Completing Tasks		Responsible Party for the Completion of Tasks
(list in chronological order)	Start Date	End Date	
Project begins; hold organizational meeting and purchase devices	August 2014	September 2014	John Smith, Project Manager
Monthly Tech Nights held at the library (9 events) – Topics will	September 2014	May 2015	Jane Doe, Adult Services Librarian
Evaluation of Tech Nights – evaluation information will come from participant surveys	May 2015	June 2015	John Smith, Project Manager
Community Event on Digital Literacy (1 event)	July 2015	July 2015	Jane Doe, Adult Services Librarian
Submit final reports and final reimbursement claim		August 2015	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 <sup>1</sup>	\$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 <sup>2</sup>			
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 <sup>3</sup>			
Expendable Supplies or Materials	\$100		Hand-outs for events
Other-Itemized			

<b>TOTAL REQUEST</b> (Grant funds requested are not to exceed \$7,500)	\$4,850		

**Work Plan, Example B:**

<b>WORK PLAN</b>			
Tasks that Need to Be Accomplished for Successful Project Implementation  (list in chronological order)	Proposed Timeframe For Beginning and Completing Tasks		Responsible Party for the Completion of Tasks
	Start Date	End Date	
Project begins; hold organizational meeting, purchase devices	August 2014	September 2014	John Smith, Project Manager
Book-A-Digital-Expert training for staff	September 2014	November 2014	Jane Doe, Adult Services Librarian
Promotion of Book-A-Digital-Expert	November 2014	January 2015	John Smith, Project Manager
Book-A-Digital-Expert pilot with “New Devices for the Holidays” extravaganza kick-off	December 2014	July 2015	Jane Doe, Adult Services Librarian
Submit final reports		August 2015	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 <sup>1</sup>	\$1200		Substitute time during staff trainings, 10 librarians, \$30/hour x 40 hours (4hours each)=\$1200
Contracts with Others	\$1250		Best Buy Geek Squad and other presenters for extravaganza
Travel and Training <sup>2</sup>			
Equipment Under \$5,000 (including software)	\$2,500		Tablets and eReaders plus accessories for staff training and training of patrons via “Book-A-Digital-Expert”
Equipment Over \$5,000 <sup>3</sup>			

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Expendable Supplies or Materials	\$200		Outreach flyers, etc.
Other-Itemized			
<b>TOTAL REQUEST</b> (Grant funds requested are not to exceed \$7,500)	\$5150		

**Example of a Work Plan C:**

<b>WORK PLAN</b>			
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe For Beginning and Completing Tasks		Responsible Party for the Completion of Tasks
(list in chronological order)	Start Date	End Date	
Example: Project begins; hold organizational meeting	August 2014	September 2014	John Smith, Project Manager
Contact potential community partners, attend meetings for Chamber of Commerce, Rotary Club and other organizations	September 2014	December 2014	Jane Doe, Librarian
Invite community partners to Digital Literacy Open House at the Library, host event at library	October 2014	December 2014	Jane Doe, Librarian
Train staff on eResources and devices (Train the Trainer approach)	January 2015	February 2015	Jane Doe, Librarian
Invite public to book-a-librarian for one-on-one tech support, set-up online calendar for bookings.	February 2015	August 2015	Jane Doe, Librarian and IT department
Community Engagement talks on Library eResources: Schools, Service Organizations, etc.	February 2015	August 2015	Jane Doe, Librarian
Monthly Tech Nights at the Library, recruit Teen and Adult volunteers	March 2015	August 2015	D. Dewey, Teen Librarian
Evaluation program and submit final reports	August 2015	September 2015	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 <sup>1</sup>	\$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 <sup>2</sup>			
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 <sup>3</sup>			
Expendable Supplies or Materials			
Other-Itemized		\$2,000	Publicity and promotional items from Friends of the Library and Library Operating Budget.
<b>TOTAL REQUEST</b> (Grant funds requested are not to exceed \$7,500)	\$7,500	\$8,500	

<sup>1</sup>Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work.

<sup>2</sup>Travel and Training must be directly related to the project and may not include conference attendance.

<sup>3</sup>Equipment over \$5,000, made in whole or in part with grant funding, requires prior written approval from the Washington State Library (WSL).

**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](mailto:jennifer.fenton@sos.wa.gov)
- Allyson Ruppenthal, LSTA Grants Manager, 360.704.5246, [allyson.ruppenthal@sos.wa.gov](mailto:allyson.ruppenthal@sos.wa.gov)