



Office of the Secretary of State

Washington State Library

**LSTA Competitive Grant  
Refreshing School Libraries through  
Student Engagement  
2016 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.

## Contents

1. Introduction: Grant Cycle and Project Overview
2. Library Eligibility
3. Availability
4. Timeframe
5. Application Process
6. Requirements
7. Assurances
  - Uniform Administrative Requirements: Cost Principles and Audit Requirements for Federal Awards
  - Code of Federal Regulations (CFR)
  - Other Requirements
8. Contact Information

## 1. Introduction: Grant Cycle and Project Overview

Washington State Library (WSL) wants to help school libraries update nonfiction collections. Recent data showed the average copyright of many school collections is over 20 years old. Common core standards require fact-based research. However, without access to current, accurate resources, these research capabilities are limited.

WSL will provide grants of \$1,000 to school libraries for buying nonfiction books. WSL will reimburse schools for their purchases. If awarded a grant, teacher librarians will be able to select the books they wish through their normal channels. Teacher librarians may choose to purchase processed, shelf-ready books if they want, but the grant limit is still \$1,000.

WSL is creating a suggested booklist to help in the selection process. This list will reflect recommendations from the Office of the Superintendent of Public Instruction and WSL's teacher librarian advisory committee. This title list will be available in late May 2016.

## 2. Library Eligibility

Libraries in public and non-profit K-12 schools are eligible. These libraries, or "resource centers" or "instructional media centers" must include books. They must have an ongoing funding source. They must have designated staff responsible for library operations and services.

## 3. Availability

We plan to award 200 grants. The award-winning libraries will purchase books directly from vendors of their choice. Once the books arrive, the school district will pay the vendor directly. Washington State Library will reimburse the documented costs, up to \$1,000 per award.

## 4. Timeframe

Monday, April 11, 2016	Grant cycles opens
Tuesday, May 10, 2016	Application deadline.
May 11 – May 27, 2016	Application review
May 31 – June 3, 2016	Applicants notified
June 6 – July 1, 2016	Contracts executed
July 5 – July 29, 2016	<b>Materials MUST BE selected by July 29</b>
August 1 – August 31, 2016	Provided claim forms sent to WSL
September 1 - October 31, 2016	Project(s) resulting from new materials
October 31, 2016	Final report due

## 5. Application Process

- WSL will post the grant cycle announcement via e-mail to various lists including WSL Updates and Washington Library Media Association. We will also send it to those who have requested notification.
- Review of the grant cycle materials is available at <http://www.sos.wa.gov/library/libraries/grants/grants.aspx>. The WSL website will have application guidelines, links, and other materials. Applicants can download or print them.
- Complete the application form online at <https://www.surveymonkey.com/r/9L3WSY8>. Be sure to reply to all questions, print page 2 and secure the required Contracting Authority's signature. WSL will only accept fully completed and applications with this signed printout for the purposes of review and ranking.

### Preview of Application



AppPreviewRSL2016.pdf

*Click icon to view*

### Scoring Criteria

Question	Maximum points available	Rationale
12 Title I	10	For affirmative answer
13 Public library	1	0-1 mile
	2	1-3 miles
	3	3-5 miles
	4	Over 5 miles
14 STEM	5	For negative answer
15 FRL	20	0.5 points for each percentage point over 60%
16 Copy	20	Answers will be weighed. Up to 20 points for the oldest dates.
18 Open	4	1 point for each box checked
19 Budget	20	Answers will be weighed. Up to 20 points for the smallest book budget/pupil ratio.

- The signed, printed copy of page 2 must be mailed to WSL (last postmark 5/10/16) or hand delivered **by 4:00 p.m. by Tuesday, May 10 2016**. Faxed applications are **NOT** accepted.

#### **By Mail**

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

#### **By Hand or Delivered**

WSL Grant Program  
 Washington State Library  
 6880 Capitol Blvd SE  
 Tumwater WA 98501-5513

- WSL will review the applications and forward recommendations to the State Librarian for final consideration and approval. WSL may contact the applicant for clarification of information.

- After award decisions, email notification will be sent to all applicants. WSL will then establish contracts with those receiving awards. WSL cannot reimburse for any funds spent before this contract is fully executed with your school.

## 6. Requirements

WSL will send a reimbursement claim form to awardees. You must use this form to claim reimbursement. We prefer you make only one claim for the total amount of the award used.

We require a one-page final report, due October 31, 2016. WSL will send a report form to awardees. WSL plans to use the reports to promote both school libraries and WSL on social media. The report should show

1. How this grant impacted your students.
2. Include at least three digital photos that document people using the new materials.
  - If these photos include recognizable individuals, be sure that the school has a release form authorizing them to share the photo with WSL.
  - We will provide a naming convention you must use for the photo files.

## 7. 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 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.

### **8. Contact Information**

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

General questions: [WSLgrants@ sos.wa.gov](mailto:WSLgrants@sos.wa.gov)

Project manager: [Carolyn Petersen](#)

Grants Manager: [Maura Walsh](#)