



Office of the Secretary of State

Washington State Library

# LSTA Competitive Grant Digital Literacy 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.

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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 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 are capable of connecting 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, April 4, 2016	Tentative date grant cycle opens.
Wednesday May 25, 2016	Application deadline; applications postmarked (by USPS, UPS, FedEx, etc.) or delivered after this date will not be accepted.
June 6 – June 30, 2016	Application review by committee.
July 1 – July 8, 2016	The Secretary of State and the State Librarian review and approve committee's recommendations.
July 11 – July 15, 2016	Anticipated timeline for grant award announcement; all applicants notified by letter, and contract development begins.
August 31, 2016	Anticipated date that all contracts are fully executed and that project implementation can begin.
Project period	From date contract fully executed through Friday, August 18, 2017.
Friday, August 18, 2017	Date project activity must end.
Friday, September 29, 2017	Final Narrative Report and final reimbursement claim due.

## 6. Application Process

- A. Review the grant cycle materials 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 Grants 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.) Wednesday, May 25, 2016 or hand delivered by 4:00 p.m. on Wednesday, May 25, 2016**. Faxed applications are **NOT** acceptable for this funding request.

***An application consists of two components:***

1. A single-sided, signed original of the official 2016 DIGITAL LITERACY application;
2. An electronic copy in Word or rich text format sent as an email attachment to [wslgrants@sos.wa.gov](mailto:wslgrants@sos.wa.gov) (signatures are not required on the electronic copy).

Submit original, signed 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. 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.
- E. 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.
- F. Applicants must commit to compliance with grant administration requirements. The lead applicant library's organization must also act as fiscal agent for awarded contracts.

- G. 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.
- H. 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.
- I. 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 18, 2017**. Applicants proposing projects that will use LSTA grant funding beyond August 18, 2017, 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

### Example A:

#### WORK PLAN

Activity	Description	Anticipated dates	
		Start	End
(List in chronological order)			
Project begins	Hold organizational meeting, purchase equipment, recruit community members	8/1	9/1
Create ADA workstation	Following recommendations as per LSTA/ WSL	9/1	11/1
Train staff on digital literacy/ADA workstation	Teaching patrons to use digital literacy skills at ADA workstation	11/1	1/1
Community Open Houses	Showcasing Digital Literacy and library accessibility for all	12/1	7/1
Submit final reports			8/1

#### BUDGET

Category	Expended on what?	Itemized	How funds will be used to support project activities?
All staff salary, wages and benefits	Salaries for substitutes	\$1,200	Substitute time during staff trainings, 10 librarians, \$30/hour x 40 hours (4hours each)=\$1200
Total for category:		<b>\$1,200</b>	<b>All staff salary, wages and benefits</b>
Contracts with others	ADA Trainer	\$1,500.00	Held at 3 libraries; 3 x \$500
Total for category:		<b>\$1,500</b>	<b>Contracts with others</b>
Staff travel and training			
Total for category:		<b>\$0</b>	<b>Staff travel and training</b>
Equipment <sup>2</sup>	4 ADA workstations	\$300.00	For patron use during project to practice elements taught both in sessions and on their own
	8 Tablets	\$175.00	
Total for category:		<b>\$2,600</b>	<b>Equipment</b>
Expendable materials or supplies	Publicity	\$400.00	Radio and Face Book ads
	Materials	\$50.00	Paper, copying
Total for category:		<b>\$450</b>	<b>Expendable materials or supplies</b>
Total Project Costs		<b>\$5,750.00</b>	
Indirect Costs	Federally negotiated rate	\$258.75	0.045
<b>Total request</b>			<b>\$6,008.75</b>

Please add rows as you need.



**Example B:**

**WORK PLAN**

Activity	Description	Anticipated dates	
		Start	End
(List in chronological order)			
Project begins	Hold organizational meeting	8/1	9/1
Contact potential community partners,	Attend meetings for Chamber of Commerce, Rotary Club and other organizations	9/1	12/1
Two open house events at two Everett branches	2 scheduled at different locations	10/1	12/1
Train staff on eResources and devices	(Train the Trainer approach)	1/1	2/1
Book a Librarian	Invite public to book-a-librarian for one-on-one tech support, .	2/1	8/1
Community Engagement talks on Library eResources	Set-up online calendar for bookings	2/1	8/1
Monthly Tech Nights at the Library	Recruit Teen and Adult volunteers from schools, service organizations, etc.	3/1	8/1
Evaluation program and submit final reports		8/1	9/1

**BUDGET**

Category	Expended on what?	Itemized	How funds will be used to support project activities?
All staff salary, wages and benefits	Salaries for substitutes	30hr/\$25	10 programs, 2 hours each + 10 hours prep time
Total for category:		\$750	<b>All staff salary, wages and benefits</b>
Contracts with others	3 presenters	\$250 each	All inclusive price for each per hour, 6 hours total
	Community Programs		
Total for category:		\$1,500	<b>Contracts with others</b>
Staff travel and training			
Total for category:		\$0	<b>Staff travel and training</b>
Equipment	Tablets	6/\$300	Tablets for training and project
	e Readers	3/\$400	
Total for category:		\$2,600	<b>Equipment</b>
Expendable materials or supplies	Materials	.20/400	Hand outs
		\$85.00	Office supplies: oversize post its, markers,
	Publicity	\$280.00	Radio ads (set up and per airing for 6 weeks)
		\$340.00	Facebook ads
Total for category:		\$480	<b>Expendable materials or supplies</b>
Total Project Costs		\$5,330.00	
Indirect Costs	Federally negotiated rate	\$0.00	0
<b>Total request</b>			<b>\$5,330.00</b>

Please note:

1. Grant funds cannot be used to pay staff for hours they are regularly scheduled and budgeted to work, as stated in **3. Project Eligibility**.
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.ims.gov/applicants/indirect\\_cost.aspx](http://www.ims.gov/applicants/indirect_cost.aspx).
4. 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.

Also:

- Matching funds are not required for eligibility; if you list “other funding,” be prepared to document the use of those funds.
- Reimbursement claims with insufficient or ambiguous documentation may 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>
- Elizabeth Iaukea, Project Manager – Digital Literacy, 360.570.5578, [elizabeth.iaukea@sos.wa.gov](mailto:elizabeth.iaukea@sos.wa.gov)
- Maura Walsh, LSTA Grants Manager, 360.704.5246, [maura.walsh@sos.wa.gov](mailto:maura.walsh@sos.wa.gov)