

# Refreshing School Libraries 2017

*A grant opportunity from*

# Washington State Library



**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
  - 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 develop and update their nonfiction collections. Common core standards require fact-based research. However, without access to current, accurate resources, research capabilities may be limited. Recent data shows out-of-date copyrights, lack of breadth in subject areas, and limited subject selection can be a challenge in many school collections.

WSL will provide grants of \$2,000 to school libraries for buying nonfiction books. WSL will reimburse schools' contracting authorities 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 use their \$2,000 award for vendor processing as well as books, if they choose.

WSL will post some tools and resources on the grants webpage that we hope you may find useful as you use your award.

## 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 100 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 \$2,000 per awarded school library.

## 4. Timeframe

Monday, March 20, 2017	Grant cycles opens
Tuesday, May 1, 2017	Application deadline.
May 1 - 25, 2017	Application review
May 30, 2017	Applicants notified
August 1 – September 30, 2017	Contracts executed
November 15, 2017	Questionnaire response deadline (short online report about your book selection processes, informational only)
January 15, 2018	Deadline to request reimbursement (WSL form required)
From date of contract execution – March 31, 2018	Project(s) resulting from new materials
March 31, 2018	Final report due (WSL form will be sent to teacher-librarian.)

## 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/RSL2Application>. Be sure to reply to all questions, print the signature page and secure the required Contracting Authority's signature. WSL will only accept fully completed Survey Monkey applications with a matching signature page for the purposes of review and ranking.

Click icons to view

### Preview of Application



AppPreviewRSL2016.pdf

### Signature page



2017 RSL 2  
SignatureForm.docx

SCORING CRITEREA			
Question		Maximum points available	Rationale
13	Student input in selection process	5	Answers weighed with up to 5 points for highest
15	Title I or Learning Assistance Program	10	10 points for affirmative answer
16	Prior WSL awards for collections	10	5 points each for lack of previous awards
17	Free and reduced lunch	20	0.5 for each percentage point over 60
20	Copyright	20	Answers weighed with up to 20 points for oldest dates
21	School budget	20	Answers weighed with up to 20 points for lowest

- The signed, printed the RSL 2 signature page form must be mailed to WSL (last postmark 5/1/17) or hand delivered by **4:00 p.m. by Tuesday, May 1, 2017**. 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 each awardee's Contracting Authority. You must use this form to claim reimbursement. We prefer you make only one claim for the total amount of the award used. The deadline for sending the reimbursement claim is **January 15, 2018**.

Each awardee will answer a questionnaire regarding the use of the award. We will post information resources online before contract execution, which you may review. WSL will send the teacher-librarian a questionnaire which can be completed online. This will be due to WSL by **November 15, 2017**.

We require a one-page final report, due **March 31, 2018**. WSL will send a report form to awardees. The report should show how this grant impacted your students. WSL plans to use the reports to promote both school libraries and WSL on social media.

## 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: [Maura Walsh](#)