LSTA Resources and Guidelines 2020-2021

Documents and Guidelines to assist in completing the LSTA grant application

Utah State Library Division

LSTA Resources, Eligibility Guidelines, and Procedures

The following documents are resources to assist you in completing the LSTA Grant application.

Library Eligibility Guidelines .....

Allowable Costs **5**

2019 Grant Applications Step by Step Guide **7**

LSTA Competitive Grant Program - Scoring Criteria **15**

LSTA Grants Salary and Wage Reimbursement **17**

Federal Assurance Forms **19**

Definitions of Federal Assurance Terms **24**

Grant Award Appeal Process **26**

Application Preview **27**

Utah State Library
2020-2021 LSTA Sub-Grant Eligibility Criteria

General Eligibility

To be eligible to receive LSTA funds from Utah State Library, all applicant libraries must meet the following criteria:

1. Provide core library services, such as borrowing privileges and computer use, free of charge to all residents within the library's service area. A school or academic library may define its service area as its academic community.
2. Have sufficient staffing ability and fiscal capability to successfully implement, complete, and evaluate results of the project.

Public Libraries

1. Be fully or provisionally certified under the current *Standards for Utah Public Libraries.*
2. Have an ongoing line item budget for library materials.
3. Meet Children's Internet Protection Act (CIPA) requirements.
4. Provide an accessible and organized collection to the library's client population.
5. Employ a librarian who has an MLS degree, has completed, or is enrolled in the UPLIFT Basic Certification program, and serves as/works directly with the Project Director for LSTA Grants.

Academic Libraries

1. Serve a public college or university located in Utah.
2. Be a member of the Utah Academic Library Consortium (UALC).
3. Provide public access to its collection.
4. Participate in interlibrary loan resource-sharing services to libraries in Utah.

Public and Charter School Libraries

1. Meet the definition of a school library: a dedicated facility in the school building (or a nearby district-operated facility) that provides access during school hours to a collection of print, non-print, electronic, and internet-based materials, with instruction that enhances students' research and literacy skills.
2. Serve a public or charter school in Utah.
3. Have a board-approved district or building-level collection development policy.
4. Have Children's Internet Protection Act (CIPA) certification.
5. Have an ongoing line item budget for library materials.
6. Use LSTA funds to strengthen the school library, not classroom resources.
7. A certificated library media teacher within the district must be directly involved in the administration, implementation, evaluation, and reporting of the LSTA grant.

Institutional Libraries

1. An institution must receive 50% or more of its operating funds from a State of Utah agency.
2. Have an organized collection and materials budget.
3. Provide services to Utah residents.
4. Employ a librarian who has an MLS degree, has completed, or is enrolled in the UPLIFT Basic Certification program, and serves as/works directly with the Project Director for LSTA Grants.

Special Libraries

1. Serve as a library for a governmental unit or non-profit organization.
2. Provide services to Utah residents.
3. Employ a librarian who has an MLS degree, has completed, or is enrolled in the UPLIFT Basic Certification program, and serves as/works directly with the Project Director for LSTA Grants.

Tribal Libraries

1. Be recognized and supported by a tribal government in Utah.
2. Demonstrate an ability to provide quality information to patrons.

Library Consortia

Eligible consortia may be a formally established consortium, or a conditional consortium of libraries, school districts, or school library media centers, all of whose members meet the eligibility criteria above, and have designated one Project Manager and Fiscal Officer by whom the contract will be signed for the group. The application must be submitted by one library, school district or educational service center on behalf of the consortium. The applying library, school district or educational service center shall serve as the administrative and fiscal agent for the grant.

Research and Private Libraries

These libraries must be certified as eligible by the Utah State Library Board based on the requirements:

1. The library employs a formally trained librarian with a master's degree in library or information science from an ALA-accredited program, Library Media Endorsement, or has completed or is enrolled in the UPLIFT Basic Certification program;
2. Must make publicly available library services and materials suitable for scholarly research not otherwise available to the public, and
3. The library is not an integral part of an institution of higher learning.

Allowable Costs

Allowable Costs
Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that may be proposed as budget items in an LSTA grant application. The following are also allowable costs under specific topic areas:

Personnel

Salaries and Benefits & Contract Services
LSTA funds may be used to pay for contract services on a conditional basis. The contractor must be working exclusively on the LSTA grant project. Documentation must be kept on duties performed when being paid with LSTA funds. Check your specific Circular (see section on Federal Office of Management and Budget Circulars) for any restrictions.

LSTA funds may also pay for staff salaries and benefits for time spent solely on the LSTA project outside of their normally scheduled hours. This includes part time staff who work additional hours to complete the LSTA project or temporary employees hired solely to carry out the LSTA project.

Continuing Education & Training
Library staff and (where relevant) other library related individuals may need to receive training so that they can develop and deliver services directly related to the LSTA grant project. For example, a library is going to offer early literacy classes to their patrons as an LSTA project. LSTA funds may be used for the training of librarians to carry out this service.

Operating

Advertising
- Expenses involved in a project to inform the public or the media about specific LSTA grant projects
- Brochures and bookmarks, charged to an LSTA project to carry out that specific project
- To promote events being held as part of the project, for example story times, ESL classes, etc.
- To announce outcomes of the completed LSTA project.

Supplies, Printing, Postage
Most of these costs are allowable as long as they are used only in the commission of the LSTA grant project.

Promotional Materials
A general guiding question often used is whether a prudent person would determine that the items are directly related to the LSTA grant project, and a factor may be whether the items are more educational and informational in nature than promotional. See section on unallowable costs for more information on giveaways.

Travel Costs
Most travel costs associated with the grant project may be paid with LSTA funds. Costs will be reimbursed based on the existing travel policies, per diem and mileage rates of the State of Utah. Travel will only be reimbursed for individuals directly working on the LSTA grant project.

Capital Expenditures

Furniture
There are some situations where furniture is an allowable LSTA expense. For example, if you are using LSTA funds to purchase new computers for your patrons you may purchase computer tables to place them on and chairs to sit in while using them.

Unallowable Costs

The following costs are unallowable and may not be proposed as grant project costs:

- Administrative fees or costs (fringe benefits, payroll taxes, sales taxes)
- Advocacy or lobbying fees or costs
- Alcoholic beverages
- Bad debts
- Building construction or renovation costs
- Capital expenditures
- Collection development purchases not targeted directly to the grant goals
- Contingencies
- Contractors that are not offering services for the LSTA project
- Contributions and donations
- Entertainment / Performances – including amusement, diversion, and social activities, and any costs associated with such activities (food, entertainers, rentals, gratuities, alcohol, etc.); costs of ticket to shows or sporting events.
- Equipment or technology not specifically needed to carry out the goals of the grant
- Fines and penalties
- Food
- Furniture (built-in). Some furniture may be allowable as part of the grant project. Check with the Grants Coordinator before purchasing
- Gifts, honoraria, stipends, or awards
- Promotional items – key chains, t-shirts, pens, toys, etc.
- Incentives, rewards – including prizes for drawings, events, etc.
- Interest and other financial costs
- Do not put your federal LSTA funds into investment-type funds. If interest is earned on LSTA grant funds by the subgrantee, the amount of the interest must be refunded to the Utah State Library, and subsequently returned to IMLS
- Staff salaries and benefits – LSTA funds can pay for staff working on the grant project and only for the hours that they work on the project outside of their normally scheduled hours
- Transportation equipment
- Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)

Federal Office of Management and Budget (OMB) Circulars

Allowable costs are defined and discussed in detail in the following OMB Circulars. If you would like more information, please refer to the appropriate publication for your type of library:

Public libraries – OMB Circular A-122 (relocated to 2 CFR, Part 230)
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A122/a122_2004.pdf

School libraries – OMB Circular A-21 (related to 2 CFR, Part 220)
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A21/a21_2004.pdf

Indian Tribal Governments/Libraries – OMB Circular A-87 (relocated to 2 CRF, Part 225)
https://www.whitehouse.gov/sites/whitehouse.gov/files/omb/circulars/A87/a87_2004.pdf

2020-2021 LSTA Grant Applications Step-by-Step Guide

These guidelines provide step by step instruction for each question in the LSTA application. This tool should be well-reviewed and used. If you have any questions after reading the guide, please call or email Rachel Cook at 801-715-6722 or rcook@utah.gov.

Identification

1. **Applicant meets all the eligibility criteria for its type of library.**
   This is the acknowledgement that the applicant library meets criteria to be designated a "library" by Federal or State of Utah statutes, to be eligible for LSTA funding. Refer to Appendix A - Eligibility Criteria to determine if your library is eligible.

2. **Library Type**
   Check the box that best describes your library, library consortium, or library-related organization.

3. **Project Title**
   - Should be concise and explanatory.
   - Name of library does not need to be in the title of the project.

4. **Name of Applicant Library**
   This is the full name of the library that is the primary location for implementation of the project.

5. **DUNS Number**
   The DUNS number is a unique, nine-digit identification number for each physical location of your library. The number is provided by Dun & Bradstreet. The Fiscal Officer may have or be able to request a DUNS number for your library. Most libraries already have a DUNS number assigned. For more information or to request a DUNS number, go to: http://fedgov.dnb.com/webform. Please do not include dashes when you enter the number.

6-8. **Project Director's Information**
   The Project Director is responsible for the implementation, management, completion, evaluation, and reporting aspects of the project. This person is also the point of contact for the State Library in this grant project.

9. **Library's Mailing Address**
   The State Library will mail contracts and checks to this address. Please ensure you list the mailing, not the physical, address if they are different for your library.

10-13. **Project Fiscal Officer's Information**
   This is the person responsible for the receiving, managing, and disbursing LSTA funds such as the city or county treasurer or auditor, the school principal, or the library's financial manager or director.

14. **Did you read the LSTA grant guidelines?**

Because these guidelines provide important guidance, it is important that they be read. This question lets you affirm that you have reviewed the guidelines and will be able to keep them.

15. **Did you complete an LSTA grant training hosted by USL?**
    Trainings are another resource that help avoid errors in the application and the grant projects. We highly encourage that at least one training be attended. Recorded trainings can be found here: https://library.utah.gov/lsta-grant-round/.

16. **If you answered yes above, which training(s) did you complete?**
    Select the training(s) you attended.

Need

This section accounts for 25% of your final score.

17. **Describe the community need you plan to address with this project. What challenge does your community face that this project will address? Include the specific population you plan to serve and how you determined the need of this population.**
    - This question is directly from the pre-application. Feel free to copy and paste the answer, updating as needed.
    - Having a compelling need is one of the most important factors in a strong grant project.
    - Should be a *community* need, not a library need, for the project to have real impact. Your community can be your library workforce if you seek to create a training program or focus on other staff needs in this grant.
    - Clearly describe the population you have determined has a need. The population will be fairly specific like minority teens, struggling readers, small business owners, etc.
    - Clearly describe how you came to know this population had a need. Are you using community statistics? Surveys of citizens? Information gathered from partner organizations? Staff member observation? (If using staff observation, make sure this is an issue you have tracked and have data showing this is not just a "hunch.")

Goals and Evaluation

This section accounts for 25% of your final score.

18. **Please select ONE IMLS intent you plan to meet with this project.**
    Definitions of IMLS intents are below.
    - INFORMATION ACCESS - Improve users' ability to discover information or obtain information resources. Improve users' ability to obtain and/or use information resources.
    - CIVIC ENGAGEMENT - Improve users' ability to engage in their communities or participate in community conversations around topics of concern.
    - EMPLOYMENT & ECONOMIC DEVELOPMENT – Improve users' ability to apply information that furthers the status of their jobs and/or businesses. Improve users' ability to use and apply business resources.
    - HUMAN SERVICES – Improve users' ability to apply information that furthers their personal, family or household circumstances, including household finances, health and wellness, or parenting and family skills.

- INSTITUTIONAL CAPACITY – Add, improve or update a library function or operation in order to enhance its effectiveness. This includes enhancement and education of the library workforce as well as improving the library's physical and technological infrastructure.
- LIFELONG LEARNING – Improve users' knowledge or abilities beyond basic access to information. This includes formal education of participants or improvement of general knowledge and skills.

19. Please select ONE State Library goal you plan to meet with this project.

You may only select one State Library goal for your LSTA project. Goal definitions are below.

- INFORMATION ACCESS All residents of Utah will have access to the quality information resources they need to succeed at school, at work, and in their daily lives.
- INSTITUTIONAL CAPACITY All residents of Utah will have convenient access to libraries and library services that are technologically advanced, efficiently operated and staffed by knowledgeable, helpful workers who employ the best professional practices.
- LIFELONG LEARNING All residents of Utah will have access to library resources that promote literacy, education, and lifelong learning and enhance workforce development, 21st century skills, and digital literacy.
- CIVIC ENGAGEMENT All residents of Utah will expand their involvement in community life as a result of participation in community-based programs held through the library.

20. Please describe the outcomes you plan to see as a result of this project that correlate to the above stated need. What changes do you anticipate seeing in your target population based on this project?

- Outcomes are defined as changes in knowledge, skills, attitudes, or behavior of the audience you are trying to serve.
- Outcomes must be directly connected to the need you listed. For example, if you are trying to improve reading comprehension in minority teens, your outcome may be "Minority teens will be able to read at least one level above their current reading comprehension score as a result of this project."
- Outcomes do not always need to have a number attached to them. For example, your need may be that adults are not comfortable finding reliable information on an upcoming election. The outcome could be "Adults who attend library training on finding voter information will exhibit more confidence in finding accurate, unbiased information."

21. Please describe how you will evaluate each of the above-listed outcomes to determine your success. Include the evaluation method, when you will evaluate, and the metrics you will observe to determine a change.

- Outcomes are crucial, but meaningless if you don't have a way to track them.
- One way to track changes in your population is to use quantitative data. In the example of minority teens, you could track their reading comprehension scores over time. This requires you to get an initial score and then a score after the teen goes through your new program. The differences in those results should communicate an outcome.

- Less tangible needs, such as adult confidence in finding voter information, can be tracked through surveys, interviews, focus groups, etc. Be sure to get as large an amount of surveys or interviews as possible and avoid asking leading questions.
- If your project focuses on the library workforce or instructing the public (including programs), IMLS requires certain surveys be used for gathering feedback. Please contact the Grants Coordinator to get a copy of the required questions.

Description of Activities

This section accounts for 25% of your final score, 5% of that 25% is awarded just for partnerships.

22. Please give a brief overview of your project. Include in your description how your project addresses the stated need and why your organization is the right organization to address the issue.

- This question is directly from the pre-application you completed. Please feel free to copy and paste the answer you gave in the pre-application making any needed changes.
- The purpose of this question is to give the LSTA coordinator and the grant reviewers a big picture understanding of your project without going through every small detail. Consider this the description you would give of your project in an email to get the point across without bogging down the reader in details.

23. Please describe activity #1.

- Activities are the how of a project. An activity supports how the intent of the project is met. They are a key component in the project.
- When describing the activity, use more detail than you did in question 22.
- The Grants Coordinator and reviewers should not have any questions on how you plan to support the intent after reading your activity description(s).

24. Who does activity #1 benefit?

- Select Library Workforce or Library Patrons. This should be the person who receives the training, materials, program, etc.

25. Will you have partners on activity #1? If so, please list them and how they will be involved.

- Partners in a project are highly encouraged and account for 5% of your application score.
- Partnerships must be mutually beneficial and those benefits must be explained here.
- Describe clearly how project partners will be involved.

26-37. Description of remaining activities.

- Describe all subsequent activities here.
- If you have more than 5 activities, please list them in activity #5 blanks with the number of activity they will be (ie, for a sixth activity, you would answer the same questions of the activity 5 blanks, but write #6 before each answer so it is clear which activity the answer belongs to.)

38. **For your project schedule, include a list of bulleted actions that will take place each month of your project.**
    - This month by month breakdown is the timeline your grant will follow.
    - Narrative is not important here, simple bullet points of milestones and key actions is acceptable.
    - Does not need to be incredibly detailed, just enough that the Grants Coordinator and reviewers understand how your project will flow.

39. **Upload partnership statements for all partners listed in your activities here.**
    - Signed partnership statements must be included for each partner listed.
    - The partnership statement form can be found here, under the forms document. https://library.utah.gov/lsta/lsta-grant-round/

Indirect Cost Rates

Please answer the following questions about using indirect cost rates for LSTA projects. If you intend to use a federal indirect cost rate but have not started the process to obtain one, please contact the grants coordinator immediately.

In accordance with new federal regulations implemented through 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, all Notice of Grant Awards must reflect a subgrantee's federal indirect cost rate.

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are general telephone service, utilities, Internet, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Please note you are welcome to use an indirect cost rate for this grant less than your negotiated rate if approved by your organization.

40. **Please indicate your decision for using indirect cost rates.**
    You have several options concerning indirect cost rates. You can choose to not include any indirect costs, use a previously negotiated indirect cost rate, use an indirect cost rate proposed to a federal agency but not yet approved, or use a rate not to exceed 10% of modified total direct costs (the total grant request) if you have never had a federally negotiated indirect cost rate and you are not subject to other requirements (e.g., for States and Local Governments and Indian Tribes).

41. **If you selected a current, previously negotiated indirect cost rate, please enter the name of the agency that you negotiated with, the expiration date of the rate, and the negotiated rate. If you did not select this option, please enter NA.**
    - If you have used this rate before, you or someone in finance will have this information.

42. If you selected a submitted indirect cost rate that hasn't been negotiated yet, please include the name of the agency with which you are negotiating, the proposal date of the rate, and the proposed rate. If you did not select this option, please enter NA

- If you are in this process, you or someone in finance will have this information.

Budget

First, please review Appendix C - Allowable Costs to familiarize yourself with the approved expense categories and see examples of allowable/unallowable costs. This section accounts for 15% of your final score.

43. Total Project Costs, including local funds and in-kind donations.

- Total amount for the project including amount of LSTA funds requested, local funds, and in-kind donations.

44. Amount of Local Funds (Local funds are encouraged, but not required)

- Amount of local dollars that will be spent on the project.
- May be from the library budget or local donations.

45. Amount of In-Kind Services (In-kind services include employee time spent on the project but paid by the library, volunteer time, facility rental, etc. that are donated to support this project.)

- If you have any in-kind services offered that will help to complete the project, include the equivalent dollar amount in the budget form. In-kind services are usually donations of personnel, space, or supplies.
- Use the local prevailing wage per hour for the job, or rental space, or the price it would cost you to purchase the items locally as the dollar equivalent.
- Employee time spent on the grant project but not paid for by the grant is considered an in-kind service. Employee time used for in-kind services does not need to be outside the normally scheduled hours.

46. Amount of LSTA Funds Requested

- This amount plus local funds and in-kind services should equal the total project costs. If these numbers don't add up, please check your math.

47-52. Budget totals per area and what will be purchased.

- Please answer questions 47 through 52 as they pertain to your project based on the guidelines in the application.
- Include the total dollar amount for that area as well as what the items are, generally. This may look like $100 – Books in the Supplies category.
- Budget numbers do not need to be exact but should be well-informed by researching costs.
- If you will not be spending money in that area, please indicate by entering "NA."
- Equipment is only used for single items costing more than $5000 and have a useful life of more than one year. Computers costing less than $5000 are considered supplies/materials.

53. **Local Funds: Include any local, donated, or non-LSTA dollars that will support this grant project that you intend to use as a match.**
    - This answer should be written in the same type of breakdown like the above category.
    - Match costs can only be counted as match if they follow the same allowable cost guidelines.

54. **In-kind Services: Include costs of any donated services, donated products, or staff time worked for this project that will be paid by the library. Only list these items here if you intend to include them in your match.**
    - This answer should include the same type of breakdown like the above category.
    - In-kind costs can only be counted as match if they follow the same allowable cost guidelines.

55-60. Please describe how you are going to expend the money listed in each category of the budget form. This described budget may be in the form of a list. Be specific, but avoid too much detail. For example, "100 children's nonfiction picture books and juvenile nonfiction books for the afterschool STEM club," gives reviewers an understanding of the proposed expenditures without listing titles. This narrative should also include how you determined the estimated amounts in your budget.

**Do not include funds used to pay current library staff, except in the case of part-time staff who will be working additional hours or temporary employees working solely on the grant project. The personnel costs category is valid only for staff being paid through the library's regular payroll process. Any other project staff should be listed as a consultant(s).

61. **Please describe the source of local funds listed for this project and what you intend to purchase with these funds.**

62. **Please describe the source of the stated in-kind services for this project and the costs they will cover.**

63. **How will you continue to fund this project after the project period? This includes how you will replace and update items that were purchased with this project.**
    - Describe what plans the library has in place to ensure the project will continue after the grant period ends.

64. **If you are including indirect costs in this grant request, please enter the total here. *If you do not have an already negotiated indirect cost rate with the federal government & would like to use one, please contact the Grants Coordinator immediately.**
    - This is the actual dollar amount of indirect costs that will be claimed, not the percentage of the rate.
    - You can claim less than your negotiated indirect cost rate, if your organization approves it.

Spelling, Grammar, and Math

65. **Have you reviewed your application for proper spelling, grammar, and math?**

- Spelling, grammar, and accurate math are important to having a credible, professional application. This question is your chance to review and make sure things are spelled correctly and add up to the amount they should.
- Proper spelling, grammar, and math accounts for 5% of your total score.

Innovation

66. Please describe how your LSTA grant is innovative or above-and-beyond your standard library service.

- This question can be why this service is innovative to your *community*, not the library world as a whole.

Assurances and Certifications

67-70. Enter the requested information acknowledging that you have reviewed and accept the federal assurances and certifications required by IMLS for this grant.

- Please refer to Appendix E – Federal Assurance Forms so you understand what you are agreeing to.

Need – Weighted at 25% of score		
Clearly addresses a *community* need, not a library need.	Community need is mentioned, but application focuses on library need	No need is listed or the need focuses entirely on the library
Means of determining need is clearly outlined.	Some discussion of how need was determined is included.	Inadequate description of how the need was determined
The specific target population benefitting from this project is clearly described.	A target population is listed but how they will benefit from this project is unclear.	A target population is either vague, too broad, or not mentioned
The issue stated is something the organization *could* make an impact on.	The organization may be able to make an impact on area of need but it will be challenging.	The applicant does not have a reasonable chance of assisting in meeting this need.
8-10 points	4-7 points	0-3 points

Goals and Evaluation – Weighted at 25% of score		
The project has detailed, achievable outcomes that focus on the change that will happen in the individual(s) as a result of this grant.	The project has outcomes but they are not detailed or community focused. Outcomes may not be achievable. Applicant emphasizes outputs (numbers) over outcomes (changes).	Outcomes are not listed or are weak. Outcomes are not at all achievable.
The evaluation process described is adequate in determining if outcomes were met.	The evaluation process seems that it may assess outcomes but not in the most effective fashion.	The evaluation process is inadequate or missing.
Outcomes listed clearly tie back to the stated community need.	Outcomes tie back to community need but not well. Library need is the focus of outcomes.	Outcomes do not tie back to community needs or focus solely on the library needs.
8-10 points	4-7 points	0-3 points

Description – Weighted at 25% of score, 5% just for partnerships		
Project is clearly outlined from start to finish. Reviewers have few to no questions about proceedings after reading the description.	The project is mostly outlined but some key details are missing from the description.	Much of the project is not described well.
Timeline of the project seems reasonable and thoughtfully prepared. Dates are mostly in accordance with LSTA requirements.	Timeline is outlined, but major milestones are missing. Dates are mostly in accordance with LSTA requirements.	Timeline is missing or seems unreasonable. Dates fall outside of LSTA requirements.
Partnerships are listed, roles are clearly outlined, and benefits for both parties are clear. A signed partnership statement for each partner is attached.	Partnerships are listed but roles are unclear. Missing some signed partnership statements. Mutual benefits are not apparent.	No partnerships are listed or listed partnerships seem to carry no relevance or benefit to the project or the partner.

Description makes apparent that these activities will help meet the community need.	Description addresses how these activities will meet the community need, but some clarity is missing.	Description does not outline how the activities will meet the community need.
Activities included in the description are relevant and serve to meet the overall goals of the project.	Most activities seem relevant to the project, but necessity of some are questionable.	Multiple activities seem unnecessary to the project.
8-10 points	4-7 points	0-3 points

Budget – Weighted at 15% of score		
The items listed in the budget and the description align.	The items listed in the budget and the description mostly align but some are only shown in one section or the other.	Multiple items are listed in the budget or description that are not listed in the corresponding section.
Sustainability measures listed in the application are viable.	Sustainability measures are mostly viable but not as stable.	Sustainability measures are missing or weak.
Requests in budget seem reasonable and necessary to complete the project. Requests follow LSTA guidelines.	Some items requested in the budget seem unnecessary but most are on par with the project description.	Budget requests are mostly unnecessary and do not follow LSTA guidelines.
8-10 points	4-7 points	0-3 points

Spelling – Weighted at 5% of score		
There are few to no glaring spelling or grammar errors.	There are 4-6 glaring spelling or grammar errors	There are more than 7 glaring spelling or grammar errors.
The numbers listed in the budget and in other sections add up properly.	The numbers listed in the budget and in other sections mostly add up but there are a few errors.	There are multiple errors when adding the numbers in the budget and other sections.
8-10 points	4-7 points	0-3 points

Innovation – Weighted at 5% of score		
The project is clearly innovative *for the community* – it is a new concept, idea, or service that the community is lacking.	This project is somewhat innovative for the community – it is a relatively new concept, idea, or service that only one or two other organizations offer.	This project is not at all innovative – there are many resources for this concept, idea, or service in the community already.
This project goes beyond the standard offerings of library service to build and support the community.	This project is above and beyond for this library, but may be a standard offering at other libraries.	This project is a standard library offering that all libraries should have.
8-10 points	4-7 points	0-3 points

LSTA Sub-Grants Salary and Wage Reimbursement

General Guidelines

The following information applies whether the employee works solely or partially on the LSTA grant project. Requests for reimbursement for salaries, wages or benefits accrued while working on an LSTA grant project **require** two supporting documents:

1. Timesheets, and
2. Proof of compensation.

Requests for reimbursement for salaries, wages, or benefits that do not provided supporting documentation **will not** be approved.

Timesheet

You may use a timesheet from your agency, organization, or library; or you may use the example on the following page. An Excel version of the timesheet is also available.

All timesheets **must** include the following information:

1. Dates of the week and month
2. Actual hours worked per day on the LSTA project
3. Actual total hours worked per week on the LSTA project
4. Actual total hours worked for the month on the LSTA project
5. Printed name and signature of the employee who worked
6. Printed name and signature of the employee's supervisor
7. Supervisor must have first-hand knowledge of work performed by employee
8. There **must** be a separate timesheet completed for each employee for whom funds are being requested

Proof of Compensation and Distribution

These records demonstrate that the employee was actually compensated for work on the LSTA grant project.

The Payroll Department for your agency, organization or library should be able to generate the reports that are required.

Payroll documents that are in accordance with generally accepted accounting practice of your institution and are approved by a responsible official of your institution may be used for this purpose. Please do not include employee's personal identifiable information (such as social security number, birthdate, address) just their name.

Payroll Documents **must**:

1. Reflect an after-the-fact distribution of the actual activity of each employee
2. Account for the total activity for which each employee is compensated
3. Be prepared at least monthly and must coincide with one or more pay periods
4. Represent actual costs
5. Be confirmed by responsible persons with suitable means of verification that the work was performed. Confirmation by the employee is not a requirement if other responsible persons make appropriate confirmations.

Sample Timesheet

Date
Project Title
Name of Applicant Library
Employee's Name
Employee's Hourly Wage

Pay Week Dates	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Hours Worked per Week
Total Hours Worked								
Hourly Wage								$
Total Wages								$

I certify that the hours listed above are an accurate account of the hours I worked on the LSTA project.

Employee's Name (Printed)
Employee's Signature

I certify that the information above is an accurate account of the hours worked by the employee.

Supervisor's Name (Printed)
Supervisor's Signature

Federal Assurance Forms

These pages are required by the Institute of Museum and Library Services (IMLS), the federal agency that oversees LSTA funding.

Subgrantee and Subcontractors. These terms refer to the applicant library and any vendors the library might use to complete the proposed project. Certification responsibilities extend beyond the grantee (Utah State Library Division) to subgrantees (Libraries) and subcontractors (Vendors and Partners) under certain circumstances. For more information on terms used in this section please refer to the ***Definitions of Federal Assurances Terms,*** after the Assurances.

Certification Regarding the Non-discrimination Statutes and Implementing Regulations

(Applies to Recipients Other than Individuals)

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, reasonable steps must be taken to ensure that limited English proficient (LEP) persons have meaningful access to the programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003)); (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq. including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with § 504 as it applies to recipients of Federal assistance); (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681– 83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age. (e) the requirements of any other nondiscrimination statute(s) which may apply.

Certification Regarding Debarment and Suspension

The applicant shall comply with 2 C.F.R. Part 3185 and 2 C.F.R. Part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals: are presently excluded or disqualified; have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period; are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2

C.F.R. Part 180 subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

In addition, the applicant agrees by submitting a proposal that, should the proposal be funded with LSTA federal funds, the grantee shall not knowingly enter into any project-related transactions (as defined under "lower tier covered transaction") with a person who is debarred, suspended, proposed for debarment, ineligible or voluntarily excluded from participation on this covered transaction, unless authorized by the IMLS.

The applicant further agrees by submitting this proposal to include without modification the following cause in all lower tier covered transactions in all solicitations for lower tier covered transactions:

1. The prospective lower tier participant certified, by submission of the proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

A grantee may rely on the certification of a prospective sub-recipient that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A grantee may decide the method and frequency by which it determines the eligibility of its "principals."

Except when specifically authorized by the IMLS, if a grantee knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to the remedies available to the federal government, the IMLS may terminate this transaction for cause or default.

Certification Regarding Lobbying Activities

(Applies to Applicants Requesting Federal Funds in Excess of $ 100,000)

The authorized representative certifies, to the best of his or her knowledge and belief, that:

a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

b. If any funds other than Federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
c. The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure, or as otherwise required by law. In addition, in accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay 5 the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

Certification Regarding Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

a. Provisions applicable to a recipient that is a private entity.

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not –
    i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    ii. Procure a commercial sex act during the period of time that the award is in effect; or
    iii. Use forced labor in the performance of the award or subawards under the award.
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity –
    i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either –

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

b. Provision applicable to a recipient other than a private entity. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity –

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either –
   i. Associated with performance under this award; or
   ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on 9 Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. Provisions applicable to any recipient.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
   i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
   ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

1. "Employee" means either:
   i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
   ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
   i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).

B. A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

Internet Safety Certification

(b) Internet Safety Pursuant to 20 U.S.C. § 9134(b)(7), the State Library Administrative Agency provides assurance that it will comply with 20 U.S.C. § 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries that do not receive services at discount rates under § 254(h)(6) of the Communications Act of 1934, and for which IMLS State Program funds are used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet. (See links to Children's Internet Protection Act (CIPA) in *Appendix F-* ***Definitions of Federal Assurance Terms***).

Acknowledging IMLS

You and your subrecipients must acknowledge IMLS in all related publications and activities supported with your award money. An example acknowledgement would read: "This program was funded in part with a Federal award from the Institute of Museum and Library Services." A kit with suggestions and materials to help you and your subrecipients publicize grant activities is available at https://www.imls.gov/grants/grantrecipients/grantee-communications-kit. If you have any questions or need assistance, you may contact staff in the Office of Communications and Government Affairs at (202) 653-4757.

Definitions of Federal Assurance Terms

Covered Transaction
A covered transaction is either a primary or lower-tier covered transaction.

Debarment
An action taken by a debarring official in accordance with 45 CFR Part 1185 to exclude a person from participating in covered transactions. A person so excluded is "debarred."

Debarment and Suspension
The applicant agrees by submitting a proposal that should the proposal be funded by the Institute of Museum and Library Services (IMLS), it shall not enter into any project related transactions with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the IMLS. It should be noted that, in terms of this certification, the legal definition of "person" includes organizations as well as individuals.

Ineligible
Excluded from participation in federal non-procurement programs pursuant to a determination of ineligibility under statutory, executive order or regulator authority, other than Executive Order 12549.

Lobbying Activities
Those who receive a subgrant, contract, or subcontract exceeding $100,000 at any tier under an IMLS grant are required to file a certification and, when necessary, a disclosure form, to the next tier above.

Lower Tier Covered Transaction

a) Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
b) Any procurement simplified acquisition threshold (currently $100,000) under a primary covered transaction.
c) Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are project directors, principal investigators, and providers of federally-required audit services.

Participants
Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered transaction. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered transaction as an agent or representative of another participant.

Person
Any individual, corporation, partnership, association, unit of government or legal entity, however organized, except foreign governments of foreign governmental entities, public international organizations, foreign government owned or controlled entities.

Primary Covered Transaction
Any non-procurement transaction between an agency and a person, regardless of type, including grants, cooperative agreements, scholarships, fellowships, contracts of assistance, loans, loan guarantees, subsidies, insurance, payments for specified use, donation, agreements, and any other non-procurement transactions between a federal agency and a person.

Principal
Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has critical influence on or substantive control over a covered transaction, whether or not employed by the participant.

Suspension
An action taken by a suspending official in accordance with these regulations that immediately excludes a person from participating in covered transactions for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue.

Voluntarily Excluded
The status of non-participation or limited participation in covered transaction assumed by a person pursuant to the terms of a settlement.

Children's Internet Protection Act Certification (CIPA)

- Children's Internet Protection Act (CIPA) 47 CFR 54.520
  http://www.gpo.gov/fdsys/granule/CFR-2012-title47-vol3/CFR-2012-title47-vol3-sec54-520

- Internet Safety 20 USC §9134 (f)(1)
  http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title20-section9134&num=0&edition=prelim

- Internet and online access policy required UCA 9-7-215
  https://le.utah.gov/xcode/Title9/Chapter7/9-7-S215.html

LSTA Award Decision Appeal Process

Applicant libraries whose LSTA grant applications are denied funding may appeal to the State Library Board for reconsideration.

Either the Project Director of the grant or the Library Director/supervisor of the project director of the applicant library should submit the reasons for appealing the funding denial. The appeal should be written to the Utah State Library Board (in care of the State Librarian) and should include a request for a re-evaluation of the application.

Letters should be mailed to:

State Librarian
Utah State Library Division
250 N 1950 W, Suite A
Salt Lake City, UT 84116

The State Librarian must receive the appeal letter within two weeks from the date that the applicant was notified that their grant was denied.

The Board will consider requests for appeal at their next scheduled meeting.

Library Application: GMS Test

Id:	APP-000000
Organization:	Example Library
Contact:	Example Director
Phone:	
Email:	example@utah.gov
Status:	Draft

Identification

Question 1: Applicant meets all the eligibility criteria for its type of library.

- ☐ *Yes*
- ☐ *No*

Question 2: Library Type

- ☐ *Academic*
- ☐ *Consortium*
- ☐ *Institutional*
- ☐ *Public*
- ☐ *School*
- ☐ *Special*
- ☐ *Tribal*

Question 3: Project Title

Question 4: Name of Applicant Library

Question 5: DUNS Number (For more information or to request a DUNS number, go to: http://fedgov.dnb.com/webform)

Question 6: Project Director's Name

Question 7: Project Director's Email

Question 8: Project Director's Phone Number

Question 9: Library's Mailing Address

Question 10: Project Fiscal Officer's Name

Question 11: Project Fiscal Officer's Email

Question 12: Project Fiscal Officer's Phone Number

Question 13: Project Fiscal Officer's Mailing Address

Question 14: Did you read the LSTA grant guidelines?

- ☐ *Yes*
- ☐ *No*

Question 15: Did you complete an LSTA grant training hosted by USL?

- ☐ *Yes*
- ☐ *No*

Question 16: If you answered yes above, which training(s) did you complete?

- ☐ *Pre-application webinar training*
- ☐ *Application webinar training*
- ☐ *NA, I have not completed a training*

Need

Question 17: Describe the community need you plan to address with this project. What challenge does your community face that this project will address? Include the specific population you plan to serve and how you determined the need of this population.

Goals and Evaluation

Question 18: Please select ONE IMLS intent you plan to meet with this project.

- ☐ *Information Access*
- ☐ *Civic Engagement*
- ☐ *Employment & Economic Development*
- ☐ *Human Services*
- ☐ *Institutional Capacity*
- ☐ *Lifelong Learning*

Question 19: Please select ONE State Library goal you plan to meet with this project.

- ☐ *Information Access*
- ☐ *Institutional Capacity*
- ☐ *Lifelong Learning*
- ☐ *Civic Engagement*

Question 20: Please describe the outcome(s) you plan to see as a result of this project that correlate to the above stated need. What changes do you anticipate seeing in your target population based on this project?

Question 21: Please describe how you will evaluate each of the above-listed outcomes to determine your success. Include the evaluation method, when you will evaluate, and the metrics you will observe to determine a change.

Description of Activities

Question 22: Please give a brief overview of your project. Include in your description how your project addresses the stated need and why your organization is the right organization to address the issue.

Question 23: Please describe activity #1.

Question 24: Who does activity #1 benefit?

- ☐ *Library Workforce*
- ☐ *Library Patrons*

Question 25: Will you have partners on activity #1? If so, please list them and how they will be involved.

Question 26: Please describe activity #2.

Question 27: Who does activity #2 benefit?

- ☐ *Library Workforce*
- ☐ *Library Patrons*

Question 28: Will you have partners on activity #2? If so, please list them and how they will be involved.

Question 29: Please describe activity #3.

Question 30: Who does activity #3 benefit?

- ☐ *Library Workforce*
- ☐ *Library Patrons*

Question 31: Will you have partners on activity #3? If so, please list them and how they will be involved.

Question 32: Please describe activity #4.

Question 33: Who does activity #4 benefit?

- ☐ *Library Workforce*
- ☐ *Library Patrons*

Question 34: Will you have partners on activity #4? If so, please list them and how they will be involved.

Question 35: Please describe activity #5.

Question 36: Who does activity #5 benefit?

- ☐ *Library Workforce*
- ☐ *Library Patrons*

Question 37: Will you have partners on activity #5? If so, please list them and how they will be involved.

Question 38: For your project schedule, include a list of bulleted actions that will take place each month of your project.

Question 39: Upload partnership statements for all partners listed in your activities here.

Indirect Cost Rates

Question 40: Please indicate your decision for using indirect cost rates.

- ☐ *I will not include indirect costs in my project budget.*
- ☐ *I will use a current, negotiated rate with a federal agency in my project budget.*
- ☐ *I will use a proposed rate that has been submitted to a federal agency.*
- ☐ *I will use the de Minimis rate of 10% for indirect costs in my project budget.*

Question 41: If you selected a current, previously negotiated indirect cost rate, please enter the name of the agency that you negotiated with, the expiration date of the rate, and the negotiated rate. If you did not select this option, please enter NA.

Question 42: If you selected a submitted indirect cost rate that hasn't been negotiated yet, please include the name of the agency with which you are negotiating, the proposal date of the rate, and the proposed rate. If you did not select this option, please enter NA

Budget

Question 43: Total Project Costs, including local funds and in-kind donations.

Question 44: Amount of Local Funds (Local funds are encouraged, but not required)

Question 45: Amount of In-Kind Services (In-kind services include employee time spent on the project paid by the library, volunteer time, facility rental, etc. that are donated to support this project.)

Question 46: Amount of LSTA Funds Requested

Question 47: Salaries/Wages/Benefits: Salaries, wages, and fringe benefits paid with LSTA funds for staff contributing directly to the project. List position titles (not names), number of full-time equivalent (FTE) in that position, and anticipated hours.

Question 48: Consultant Fees: Includes all expenses related to acquiring the services of a consultant for a specific activity within the project. List costs that will be paid to the consultant, including fees, travel, accommodations, and support services.

Question 49: Travel: Include travel costs for project staff and/or participants. Travel must be related to project activities and considered educational, not entertainment.

Question 50: Supplies/Materials: Include costs for supplies and materials purchased specifically for the project. This includes books, non-print resources, hardware, software, virtual or tangible materials, and equipment that is less than $5,000 per unit.

Question 51: Equipment: Equipment has an acquisition cost that equals or exceeds $5,000 per one single unit and is an article of non-expendable, tangible property having a useful life of more than one year.

Question 52: Services: Services may include, but aren't limited to, hiring a firm to provide instruction and training, technical assistance, outsourcing, and databases. Services are project activities to be provided by a third-party contractor or vendor.

Question 53: Local Funds: Include any local, donated, or non-LSTA dollars that will support this grant project that you intend to use as a match.

Question 54: In-kind Services: Include costs of any donated services, donated products, or staff time worked for this project that will be paid locally. Only list these items here if you intend to include them in your match.

Question 55: Please describe how you will spend the money listed in the Salaries/Wages/Benefits category to support project goals. Be specific without adding too much detail. (I.e. list 100 juvenile nonfiction books for STEM program, but do not list specific titles).

Question 56: Please describe how you are going to expend the money listed in the Consultant Fees category to support your project goals. Be specific without going into too much detail.

Question 57: Please describe how you are going to expend the money listed in the Travel category to support your project goals. Be specific without going into too much detail.

Question 58: Please describe how you are going to expend the money listed in the Supplies/Materials category to support your project goals. Be specific without going into too much detail.

Question 59: Please describe how you are going to expend the money listed in the Equipment category to support your project goals. Be specific without going into too much detail.

Question 60: Please describe how you are going to expend the money listed in the Services category to support your project goals. Be specific without going into too much detail.

Question 61: Please describe the source of local funds listed for this project and what you intend to purchase with these funds.

Question 62: Please describe the source of the stated in-kind services for this project and the costs they will cover.

Question 63: How will you continue to fund this project after the project period? This includes how you will replace and update items that were purchased with this project.

Question 64: If you are including indirect costs in this grant request, please enter the total here. *If you do not have an already negotiated indirect cost rate with the federal government & would like to use one, please contact the Grants Coordinator immediately.

Spelling, Grammar, and Math

Question 65: Have you reviewed your application for proper spelling, grammar, and math?

- ☐ *Yes*
- ☐ *No*

Innovation

Question 66: Please describe how your LSTA grant is innovative or above-and-beyond your standard library service.

Assurances and Certifications

Question 67: Enter Your Name:

Question 68: Enter Your Title:

Question 69: Name of Applicant Library:

Question 70: Today's Date: