



CALIFORNIA STATE LIBRARY  
LIBRARY SERVICES AND TECHNOLOGY ACT

Sustainability Grants  
Fiscal Year 2022-2023

**APPLICATION INSTRUCTIONS**

## INTRODUCTION

Welcome to the Library Services and Technology Act Grant process. The following guide will provide all of the information you need to complete the application for the 2022-2023 Sustainability Grants opportunity, including the questions you will find in the grants management system and instructions on answering the questions.

This Instruction Guide Contains:

- Basic Overview (page 2)
- Application Instructions (pages 3-13)
- Application Submission Instructions (page 14)
- Next Steps: Claims Process (page 14)
- Registration Requirements (DUNS, UEI and SAM) (Appendix A)
- Table for Estimating Time Allocations (FTE) (Appendix B)
- Restrictions on the Use of LSTA Grant Funds (Appendix C)
- Complying with the Children's Internet Protection Act (CIPA) (Appendix D)
- Key Definitions for LSTA Grant Applications (Appendix E)
- Project Description and Brief Abstract Examples (Appendix F)

Make sure to read over this instruction guide carefully before you begin filling out the application. It is important that all of the instructions are followed.

## BASIC OVERVIEW

### **Library Services and Technology Act**

[The Museum and Library Services Act of 2010](#) federally mandates the support and development of museums and libraries nationally. Each year the California State Library receives a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services to support the development of California libraries.

The California grant program is based on the purposes of the Museum and Library Services Act, which include:

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages;
- Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks;
- Providing electronic and other linkages among and between all types of libraries;
- Developing public and private partnerships with other agencies and community-based organizations;
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

In accordance to the Museum and Library Services Act, California has a [State Plan for LSTA \(2018-2022\)](#) which outlines the State Library's goals, objectives, and evaluation process for the funding. This plan is developed every five years with input from the library community. The priorities of this grant cycle are taken from the State Plan for LSTA.

## APPLICATION INSTRUCTIONS

The Library Services and Technology Act Grant Application includes the following items:

- Basic Information
  - Project Title
  - Authorized Representative Information
  - Project Coordinator Information
  - California's LSTA Goals
  - Other 2018-2022 Five Year Plan Goals
  - Primary Audience(s)
- Project Information
  - Agency Information
  - Project Description
  - Brief Abstract
  - Impact to Date (if applicable)
  - Community Needs, Aspirations, and Assets
  - Community Involvement
  - Equity, Diversity, Inclusion, and Belonging
  - Project Partners and Community Connections
  - Project Intent
- Planning and Evaluation
  - Anticipated Project Outputs
  - Evaluation Plans
  - Sustainability
- Project Activities
  - Activities
  - Project Timeline
- Budget Information
  - Budget
- LSTA Risk Assessment
- Applicant Organization Travel Policy
- Grant Application/Supporting Documents
- Internet Certification
- Certification and Signature

Read the instructions for each element carefully. It is important that your answers are as complete and concise as possible, so that the California State Library will understand your project fully.

### BASIC INFORMATION

#### Project Title

The name of the proposed project.

#### Authorized Representative Information

Authorized Representative name, title, and contact information. Address must include 9-digit zip code.

The Authorized Representative is the legally designated representative of the awardee. The legally designated representative has the legal authority to enter into an agreement authorizing execution of the agreement and is authorized to receive and expend funds in order to administer this grant award. **The individual designated in the application as the Authorized Representative will be responsible for signing all award materials requiring signature (e.g. award agreement, payment**

**claim forms, report forms, budget modification requests, and more) and must have the power to do so within their organization.**

### Project Coordinator Information

Project Coordinator name, title, and contact Information. Address must include 9-digit zip code.

The Project Coordinator is the person who will manage the day-to-day activities of the award project, and who will serve as the primary point of contact with the State Library.

### California's LSTA Goals

Select one goal from the [2018-2022 LSTA Five Year Plan](#) that best describes the project.

### Other 2018-2022 Five Year Plan goals

Briefly list other 2018-2022 LSTA Five Year Plan goals to which your project relates, if applicable.

### Primary Audience(s)

Identify the audience(s) for this project. Select all that apply.

- Adults
- Families
- Immigrants/Refugees
- Intergenerational Groups (Excluding Families)
- Library Staff, Volunteers, and/or Trustees
- Low Income
- Non/Limited English Speaking
- People with Disabilities
- People with Limited Functional Literacy
- Pre-School Children
- Rural Populations
- School Age Children
- Senior Citizens
- Statewide Public
- Suburban Populations
- Unemployed
- Urban Populations
- Young Adults and Teens

## PROJECT INFORMATION

### Agency Information

**Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities.** (Word count limit: 150)

### Project Description

**Provide a description that would enable the reader to comprehend the proposed project if they were to read only this response and no other portion of the application. Discuss what you will do, how you will do it, what you aim to achieve, why, and for whom.** Organize your text in a readable format. Use subheadings as needed. Your project description should relate to activities in the timeline and items in the budget. See Appendix F for an example. (Word count limit: 300)

## Brief Abstract

**Provide a brief statement which answers the questions: we will do what, for whom, for what expected benefit(s). Response must be limited to two (2) sentences.** This statement may be used for publicity purposes. See Appendix F for an example. (Word count limit: 60)

## Impact to Date

**If this project has been supported with LSTA funds in the past, describe the project's results and impact to date.** If this is a new project, enter "N/A." (Word count limit: 300)

## Community Needs, Aspirations and Assets

**Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. Also, briefly describe how your project will respond to your stated community needs and/or aspirations.** (Word count limit: 300)

## Community Involvement

**Describe how you have involved your community, and members of your targeted population, in program planning and how you plan to involve them in implementing the proposed project.** (Word count limit: 200)

## Equity, Diversity, Inclusion and Belonging

**Explain how the principles of equity, diversity, inclusion, and belonging have guided your project planning and how they will guide its implementation and evaluation.** (Word count limit: 200)

### Definitions

**Equity** is created through fairness and social justice and the recognition that different people's needs and circumstances may vary significantly. Social justice focuses on balancing power dynamics among different groups of people while acknowledging historical and institutional inequities. Equity means increasing diversity by improving conditions of groups that were and are disadvantaged in accessing opportunities and is about allocating resources/opportunities to reach equal outcomes.

**Diversity** describes the ways people are alike and different. Diversity can be obvious in traits such as age, gender, and other physical attributes or characteristics. But there are also less obvious diversity traits such as ability, education level, socio-economic status, ethnicity, sexual orientation, and religion.

**Inclusion** means an environment in which all individuals feel they are welcome, are treated fairly and respectfully, and are valued for their distinctive skills, experiences, and perspectives. In an inclusive environment, all have equal access to resources and services and opportunities to contribute to realizing the organization's successful outcomes.

**Belonging** is a feeling of being accepted as one's authentic self. It is one desired outcome of having created an inclusive environment. It is the feeling of being welcome and being physically, emotionally, and psychologically safe.

## Project Partners and Community Connections

Applicants are encouraged to establish project partners (formal) and are required to have a minimum of one community connection (informal). Review the following information to ensure the differences between, and requirements of, each type of partnership are understood. **Completing this section of the application is a requirement.**

## Project Partners

**List each project partner and briefly describe each project partner's role(s) and the resources they will contribute.** Attach to the application a copy of the signed agreement for each partner, indicating that partner's role in the project and the resources the partner will contribute.

A project partner is a cooperating institution, designated through a formal, signed agreement, which contributes resources (materials/funds/staff) to one or more of your project activities as outlined in the application. Organizations or individuals who are contractors under the project are not partners.

In the online application, use the following guidance to enter each project partner, and the organizational and legal types, as follows:

Organizational Type (choose one): Library, Historical Society or Organization, Museum, Archives, Cultural Heritage Organization, Preschool, School, Adult Education, Human Service Organization, Other (please specify)

Legal type (choose one): Federal Government, State Government, Local Government (excluding school districts), School District, Non-Profit, Private Sector, Tribe/Native Hawaiian Organization

## Community Connections

**List each community connection and briefly describe how each will contribute to the project and help achieve the project's objectives.** Attach any letters of support to your application.

A community connection is a cooperating institution or agency with which the applicant will work to achieve project goals but with which the applicant might not have a formal, signed agreement.

Organizations or individuals who are contractors under the project are not considered project partners or community connections.

## Project Intent

The following is a list of project intents. Only one of the following may be selected and included in the application. **Choose the project intent that most closely aligns with your project.**

- **Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information**
  - Improve users' formal education
  - Improve users' general knowledge and skills
- **Information Access: Improve access to information**
  - Improve users' ability to discover information resources
  - Improve users' ability to obtain and/or use information resources
- **Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness**
  - Improve the library workforce
  - Improve the library's physical and technological infrastructure
  - Improve library operations
- **Economic & Employment Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses**
  - Improve users' ability to use resources and apply information for employment support
  - 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**
  - Improve users' ability to apply information that furthers their personal, family, or household finances

- Improve users' ability to apply information that furthers their personal or family health & wellness
- Improve users' ability to apply information that furthers their parenting and family skills
- **Civic Engagement**
  - Improve users' ability to participate in their community
  - Improve users' ability to participate in community conversations around topics of concern

## PLANNING AND EVALUATION

Planning and evaluating are key to making a project successful. It is imperative that you take the time to provide information that demonstrates that you have truly thought through each of the following items. The following includes important notes for each item.

### Anticipated Project Outputs

**List your anticipated project outputs.**

Outputs are quantifiable measures of services and/or products to be created/provided. **Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable.**

#### Examples:

- 3 training workshops will be held; 25 people will attend each workshop
- 100 promotional bookmarks will be created and distributed
- 50 children and caregivers will have participated
- 5 kits will be created and given to each branch
- 15 story hours will be held
- 150 individuals will be trained
- 1,000 photographs will be digitized

### Evaluation Plans

**Describe your plans for evaluating the impact of your project in response to your stated needs, beyond any LSTA-required outcome surveys.**

Assessing the effectiveness of projects is an important part of library services. To that end, all projects are required to gather outcomes data using survey questions provided by the State Library. Tell us how your project evaluation will supplement the LSTA outcomes questions, and how you will engage in ongoing assessment of activities, collect feedback formally and informally from program participants, and review the project at the end to determine successes and lessons learned.

Outcomes are changes in a target audience's skills, knowledge, behavior, attitude, and/or status or life condition. Outcomes measurement is an effective way to measure the impact of your project.

## Sustainability

**State how you will sustain this project beyond the award end date if it is successful. Include planned sources of funding** (e.g., relationships with partner organizations, library foundation or friends, additional grant funding, and/or support from your organization's ongoing budget).

## PROJECT ACTIVITIES

### Activities

**List and enter information for each project activity that requires a significant commitment of resources to the project** (representing 10% or more of total project resources).

Activities are defined by IMLS as actions through which the intent or objectives of a project are accomplished. Four activity types have been identified: Instruction, Content, Planning & Evaluation, and Procurement. Each activity type is further broken out by Mode and Format.

Refer to the categories and information in the following table for guidance.

Activity	Mode	Format & Definition
1. Instruction	<ul style="list-style-type: none"><li>• Program</li><li>• Presentation/Performance</li><li>• Consultation/Drop-in/Referral</li><li>• Other (describe)</li></ul>	<ul style="list-style-type: none"><li>• In-person (carried out face-to-face)</li><li>• Virtual (mediated by a computer, computer network, or mobile device)</li><li>• Combined In-person &amp; virtual (delivered both in-person and via a computer, computer networked, or mobile device)</li><li>• Other (describe)</li></ul>
2. Content	<ul style="list-style-type: none"><li>• Acquisition</li><li>• Creation</li><li>• Description</li><li>• Lending</li><li>• Preservation</li><li>• Other (describe)</li></ul>	<ul style="list-style-type: none"><li>• Digital (computer-mediated. The term includes commercial or not-commercial hardware, software, and/or data transfer connections and protocols, systems at any scale, and metadata)</li><li>• Physical (medium in or on which information [data, sound, images, etc.] is stored [for example, paper, film, magnetic tape or disk, etc.]. The medium may be encased in a protective housing made of another material [plastic, metal, etc.])</li><li>• Combined digital and physical</li></ul>
3. Planning & Evaluation	<ul style="list-style-type: none"><li>• Prospective</li><li>• Retrospective</li></ul>	<ul style="list-style-type: none"><li>• In-house</li><li>• Third party</li></ul>



4. Procurement	<ul style="list-style-type: none"> <li>• <b>This activity can only be used for projects with an Institutional Capacity intent. It is rare that this activity type is used.</b> It involves purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. Most purchases are not "Procurement" activities in themselves, but rather are meant to support other activities, e.g., purchasing laptops for a learning lab would be part of an Instructional Activity; subscription to a data collection service would be part of a Content Creation Activity.</li> </ul>	<ul style="list-style-type: none"> <li>• n/a</li> </ul>
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## Project Timeline

**List your major project activities and when they will occur** (the grant period will depend on the needs of each project).

This section is designed to capture the major project activities and when they begin and end. It must include all project activities listed in the application. List activities in chronological order where applicable.

Activity	Month Started	Month Ended
Meet with children's librarians to create seed kits	September 2022	September 2022
Order materials and put together seed kits	November 2022	March 2023

In the first example, there is only one meeting. In the second example it is an activity that will begin in November and be completed in March. Timeline activities should connect to the Project Description and the Activities that you have outlined.

## BUDGET INFORMATION

### Budget

**Complete the budget section of the application.**

The budget section is designed to provide detailed information about the project funding being requested. There are several budget categories. The following describes what kinds of expenses should be put in each category. Each budget category on your application **requires** a brief explanation of the expenses.

When calculating your budget, be sure to include resources for engaging community members, connecting your targeted audience with your project, and raising awareness of your project.

### Category

<b>Salaries/ Wages/ Benefits</b>	Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project regardless of funding type (LSTA/Cash Match/In-kind). Description <b><u>must include</u></b> position titles (but not individual names) and number of hours, dollars per hour and <b><u>FTE</u></b> for each position. Refer to Appendix B for guidance on calculating FTE for your project.
<b>Consultant Fees</b>	All expenses related to acquiring the services of a consultant for a specific activity within the project should be included in this category. Costs may include fees, travel, accommodation, and support services hired directly by the consultant. Include the proposed consultant fee and tasks to be carried out and deliverables to be provided for this fee.
<b>Travel</b>	<ul style="list-style-type: none"> <li>Travel costs must be related to the project activities and must be incurred by the library staff or formal partners working on the project, or by participants in project activities if their participation is essential and they must travel to participate. Costs may include airfare, ground transportation, accommodation, meals, etc. For airfare, economy class must be used at all times when using LSTA funds. Description should include number of travelers, who they are, and types of travel expenditures, including how costs are calculated. (Consultant travel must be included under the Consultant Fees category.)</li> <li><b>Applicants with a travel policy in place may use their organization's local travel reimbursement rates for most allowable travel-related expenses. The policy must be attached to the application. Policy rates must be reasonable, and reimbursement is subject to rate approval by the California State Library. Mileage is <u>not</u> subject to an awardee's local rates.</b> Mileage must be calculated according to the California state rate. Awardees will not be asked to turn travel expense receipts into the State Library but must keep these receipts in their project file (in accordance with Exhibit A: Terms and Conditions, Item 6: Audit and Records Access which states: <i>The Subrecipient (awardee) agrees to maintain such records for possible audit for a minimum of five (5) years after the final payment, or grant term end date, whichever is later, unless a longer period of records retention is stipulated, or until completion of any action and resolution of all issues which may arise as a result of any litigation, dispute, or audit, whichever is later</i>). Per diem rates will not be accepted. Awardee organizations that use per diem rates must either provide allowable rates that have been approved by the organization and any applicable governing body OR use the U.S. General Services Administration rates which can be found here: <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a></li> </ul>
<b>Supplies/ Materials</b>	<p><u>Supplies</u>: Must be project-specific (see Appendix C for information on allowed expenditures). May include: office or craft supplies, educational materials, books that are an integral part of a project activity and enable participants to take part in the activity, small equipment (less than \$4,999 per unit), communication costs, postage, printing and photocopying, publicity, etc. Per IMLS, subscriptions and licenses are not Supplies/Materials (see Services section below).</p> <p><u>Materials</u>: Books, periodicals, audiovisual formats, microforms, and other library materials to be part of the library's cataloged collection. All materials must directly support the proposed project.</p> <p>Description should include quantities acquired and per-unit cost.</p>
<b>Equipment (\$5,000 or more per unit)</b>	A single item valued at \$5,000 or more per unit. Written approval from the IMLS Program Officer is required prior to the purchase of equipment over \$5,000 per unit. Requests <b><u>must</u></b> detail the proposed expenditure and reference the relevant LSTA Five Year Plan. Approved items costing \$4,999 or under are considered small equipment and are reported under Supplies/Materials.

## Services

Include any costs for individuals contracted to manage and/or implement the project activities. Services that should be described include items such as printing, **subscriptions or licenses**, project-specific media and marketing services, equipment and vehicle maintenance, and building equipment lease and rental. Description should include type of services provided and vendor names. **LSTA funds cannot be used to fund portions of contracts that fall outside of and/or extend beyond the award period.** If an awardee would like to enter into a contract that extends beyond the award period, the awardee must use other, non-LSTA funds to cover the portion of the contract that runs beyond the project period end date. The awardee must obtain and keep detailed invoicing which clearly shows the proration of the portion of the contract to be paid for by LSTA funds.

## Indirect Costs

An indirect cost is the applicant'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 of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

You may choose to:

- Not request any indirect costs.
- Use a current approved indirect cost rate with a federal agency or one pending review to be approved by project award date, i.e. June 30. Federally negotiated indirect cost rates are negotiated agreements between federal agencies and non-profit organizations. If your organization already has an existing negotiated indirect cost rate in effect with another federal agency, you may use this rate to calculate total project costs, as long as you apply the rate in accordance with the terms of the negotiated agreement and include a copy of the current negotiated agreement with your grant application. We will only accept federally negotiated indirect cost rates that are current at the time awards are made. If you are unsure whether this applies to your library, consult the regulations below and your organization's grants, finance, and/or legal department to determine how to proceed.\*
- Use an indirect cost rate not to exceed 10% of modified total direct costs if you do not have a current or pending federally negotiated indirect cost rate and you are not subject to other requirements. Except for those non-Federal entities described in Appendix VII to 2 CFR Part 200 (States and Local Government and Indian Tribe Indirect Cost Proposals)\*\*, you may choose to charge a de minimis rate of 10% of modified total direct costs (MTDC) if you have never had a federally negotiated indirect cost rate. State and local government departments that have never negotiated indirect cost rates with the Federal government and receive less than \$35 million in direct Federal funding per year may use the 10% de minimis indirect cost rate, as may Indian Tribes that have never negotiated indirect cost rates with the Federal government, and applicants must keep the documentation of this decision on file. **MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subcontracts up to the first \$25,000 of each subcontract.** MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of \$25,000. If you choose to use this rate, you must be careful to exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. As long as you are an eligible entity and have never had a federally negotiated indirect cost rate, you may use this rate with no additional documentation required.

For States, Local Governments, and Indian Tribes that receive more than \$35 million in direct Federal funding per year that have never had a federally negotiated indirect cost rate refer to Appendix VII \*\* for further information.

\* More information can be found at:

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

\*\* For States, Local Governments, and Indian Tribes refer to aforementioned Appendix VII for further information:

[http://www.ecfr.gov/cgi-bin/textidx?SID=82e69a7bb23681b51e80b4cbdbc1546b&mc=true&node=a p2.1.200\\_1521.vii&rgn=div9](http://www.ecfr.gov/cgi-bin/textidx?SID=82e69a7bb23681b51e80b4cbdbc1546b&mc=true&node=a p2.1.200_1521.vii&rgn=div9)

### **Cash Match & In-kind**

In-kind: Refers to the value put on materials, equipment, staff time or services that are given without charge to the program or organization. In this case the applicant should be able to substantiate the value assigned to the contributions and how they assist the project.

Cash Match: Refers to the applicant's estimated cash outlay, including money that may be contributed to the applicant by other public agencies and institutions, private organizations and/or individuals. If the applicant will be appropriating funds specifically for the project, then that would be a cash match.

Unallowable In-kind and Cash Match funds include any funding, salaries, resources and/or services supported through other federal funding; and local funds used to purchase **items that are not eligible for LSTA funding** (see Appendix C for information on allowable/not allowable expenditures).

## **LSTA Grants Risk Self-Assessment**

**Complete the risk self-assessment portion of the online application.** This brief self-assessment will help us determine the type of support that you will need from the State Library in terms of grant management and monitoring.

## **Applicant Organization Travel Policy**

Applicants with a travel policy in place may use their organization's local travel reimbursement rates for most allowable travel-related expenses. **If you plan to use your organization's approved travel policy for travel reimbursement, you must attach it to this application.** Policy rates must be reasonable, and reimbursement is subject to rate approval by the California State Library. See the Budget (Travel section) guidance above for more information.

## **Supporting Attachments**

The application will be completed and submitted in the State Library's grants management system. You will have the opportunity to attach additional supporting documents to the application in the grants management system. Acceptable file formats for supporting documents include Word (.doc, .docx) and PDF.

Supporting attachments should provide data for information provided in the narrative. Examples of attachments include:

- letter of support from individuals or groups directly involved in the project;
- written agreements with project partners (you must include these if you have formal partners who are contributing in-kind or cash-match resources);
- a list of contacts made or other projects visited;
- citations from reports supporting the needs statement;
- staff position descriptions;
- sample evaluation tools;
- other information that supports your grant narrative, e.g. information about research based models;

- description and expertise of any consultants to be used;
- travel policy

## Internet Certification and Signature

The Institute of Museum and Library Services establishes guidelines to ensure that the California State Library's implementation of the Children's Internet Protection Act (CIPA) complies with the 2003 decision of the US Supreme Court. The California State Library is required by 20 U.S.C. Section 9134(b)(7) to provide assurance that we will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries.

Under CIPA, California State Library must assure the Federal Government that no funds will be made available for public libraries and public elementary and secondary school libraries to purchase computers to access the Internet or pay for the direct costs of accessing the Internet unless the libraries have certified that they have Internet safety policies and technology protection measures, e.g., software filtering technology, in place. California State Library must collect certifications from libraries subject to CIPA that apply to the States for Library Services and Technology Act (LSTA) funding. Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain IMLS State Program funding which will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

The authorized representative applying for LSTA funding must certify that the library is one of the following:

### **An individual applicant that is CIPA compliant.**

The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

### **Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant.**

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

### **Not Subject to CIPA Requirements.**

CIPA requirements do not apply because no LSTA funds made available under this grant program will be used to purchase computers that can access the Internet or to pay for direct costs associated with accessing the Internet.

**The authorized representative must sign the application form, certifying the organization's CIPA status and authorization for this project.**

## Certification and Signature

### **Authorized Representative Signature**

Authorized representative **must complete the electronic signature feature in the grants management system** before the application can be submitted.

In addition, **the Authorized Representative must fill out the Application Certification page, print, sign, scan, and attach the certification to the online application.** The Application Certification page can be found on the [Sustainability Grants Opportunity webpage](#).

Successful applicants will be asked to sign an award packet using DocuSign after funding notifications are made.

### **Application Submission**

Submit this application and all supporting documents via the grants management system by **12:00 p.m. on Wednesday, August 31, 2022**. You will receive an email confirmation that your application has been submitted successfully.

### **Next steps for successful applicants: Claim Process**

The State Library will provide award letters and payment claim forms once funding is approved and available.

If an awardee's full award amount is more than \$20,000, 10% of the grant award will be withheld until the end of the project period, payable only if all project reporting requirements are fulfilled and all project funds are expended by the time specified in the award agreement.

For grants over \$20,000, payment claim forms are submitted by awardees as follows:

- 45% of award amount upon acceptance of the award
- 45% of award amount following review of the first quarterly check-in report (typically at the end of October)
- 10% of award amount after submission of final reports and reports indicate that all funds were expended

Note: Project funds may take up to 8 weeks to arrive after claim forms are received by the State Library. With your submission you acknowledge that you are aware of this timeline and confirm that you will be able to start and continue your project, as needed, before grant funds arrive.

For further reference, this information is also included in the award packet which is provided to successful applicants once awards are made.

## APPENDIX A: REGISTRATION REQUIREMENTS - UNIQUE ENTITY IDENTIFIER (UEI), DUNS NUMBER and SYSTEM FOR AWARD MANAGEMENT (SAM)

### Registration Requirements

Organizations must maintain current information in SAM, including information on their immediate and highest-level owner and subsidiaries, as well as on all of predecessors that have been awarded a federal contract or federal financial assistance within the last three years, if applicable. IMLS may reject an application if the SAM registration is not active and current at the time of submission. IMLS may determine that an applicant without an active and current SAM registration at the time an award is made is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Prior to April 4, 2022, before submitting an application, an applicant organization must have a current and active Dun and Bradstreet Universal Numbering System (D-U-N-S®) Number. By April 4, 2022, as the federal government transitions from accepting D-U-N-S® to requiring a Unique Entity Identifier (UEI; see below), applicants and awardees will have to go through a process in the System for Award Management ([www.sam.gov](http://www.sam.gov)) to receive a UEI. Beginning April 4, 2022, applicants and awardees will no longer need a DUNS number. Check materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

### Unique Entity Identifier

The Unique Entity Identifier (UEI) number is a non-proprietary alphanumeric identifier assigned to all entities (public and private companies, individuals, institutions, or organizations) who register to do business with the Federal Government. The UEI will replace the D-U-N-S® Number and is assigned by the System for Award Management (SAM). The D-U-N-S® Number will be accepted through April 3, 2022. **Beginning April 4, 2022, UEI will be mandatory and the D-U-N-S® Number will no longer be accepted.** Until then, the D-U-N-S® Number remains the official identifier, and applicants should continue to use it to register in SAM.

### DUNS Numbers

#### Why does my library need a DUNS number?

Starting in 2011 IMLS (Institute of Museum and Library Services) required the California State Library to report information on federal Library Services and Technology Act grants that are awarded to your library. This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). This Act is intended to empower every American with the ability to hold the government accountable for each spending decision. Beginning in 2011/12 the State Library required this number to be included on all applications for Library Services and Technology Act funds.

#### What is a DUNS number?

Dun & Bradstreet (D&B) provides a D-U-N-S number (Data Universal Numbering System), a unique nine-digit identification number for commercial, non-profit or government entities. DUNS number assignment is FREE for all agencies required to register with the US Federal government for contracts and grants.

#### How do I know if I have a DUNS number?

Many library jurisdictions may already have a DUNS number and possibly even have several DUNS numbers. The California State Library must use the **primary governmental entity** DUNS number assigned to the organization that the applicant is a part or section of when reporting FFATA obligations and expenditures. If your organization has multiple DUNS numbers, the primary DUNS



number will usually be the first number listed. Go to <http://fedgov.dnb.com/webform> to verify the primary DUNS number for your organization. You may wish to contact the financial office for your governing entity to help identify the DUNS number.

#### How do I request a DUNS number?

To request a new DUNS number, go to the Dun & Bradstreet website at <http://fedgov.dnb.com/webform>. You can also call 1-866-705-5711 to request a DUNS number over the phone. You will need the following information to obtain a DUNS number:

a.	Legal name of organization
b.	Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
c.	Physical Address, City, State and Zip Code
d.	Mailing Address (if separate)
e.	Telephone Number
f.	Contact Name
g.	SIC Code (Line of Business) (SIC code for libraries is 8231)
h.	Total number of employees (full and part time)
i.	Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

All questions regarding applications for the DUNS number should be directed to Dun & Bradstreet.

#### **System for Award Management (SAM)**

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. There is no fee to register with SAM.



## APPENDIX B: TABLE FOR ESTIMATING TIME ALLOCATIONS (FTE)

General guidance: divide the number of hours worked per week by 40 hours to compute FTE.  
Examples:

5 days per week	40 hours per week	1 FTE
4 days per week	32 hours per week	.8 FTE
3 days per week	24 hours per week	.6 FTE
2.5 days per week	20 hours per week	.5 FTE
1 day per week	8 hours per week	.2 FTE
.5 (one half) day per week	4 hours per week	.1 FTE
.25 day per week	2 hours per week	.05 FTE

Alternative: divide the number of hours worked in the year by 2080 to compute FTE.

40 hours per week x 52 weeks	2080 hours per year	1 FTE
20 hours per week x 52 weeks	1040 hours per year	.5 FTE
10 hours per week x 12 weeks (summer)	120 hours per year	.06 FTE
40 hours per week x 32 weeks	1,200 hours per year	.62 FTE
40 hours per week x 1 week (one-week project)	40 hours per year	.02 FTE

## APPENDIX C: RESTRICTIONS ON THE USE OF LSTA GRANT FUNDS

### RESTRICTIONS ON THE USE OF LSTA GRANT FUNDS

To clarify some of the more commonly occurring questions regarding how Library Services and Technology Act (LSTA) funds can or cannot be used, see the list of explanations below. These explanations have been extracted from the Code of Federal Regulations and list important highlights of allowable and unallowable costs. Administrators and project coordinators of LSTA grant projects are cautioned that they must abide by all regulations in conducting their projects and in allotting charges against grant funds. In cases of ambiguity, uncertainty, or questions in identifying allowable cost items under Federal procedures, contact Lynne Oliva, LSTA Coordinator at [lynne.oliva@library.ca.gov](mailto:lynne.oliva@library.ca.gov). A complete list with descriptions can be found [here](#).

**ADVERTISING AND PUBLIC RELATIONS** Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, the disposal of scrap or surplus materials, and other specific purposes necessary to meet the requirements of the Federal award. Public relations costs are allowable when incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the Federal award. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Advertising and Public Relations](#)

**ADVISORY COUNCILS** Costs incurred by advisory councils or committees are unallowable unless authorized by statute, the Federal awarding agency or as an indirect cost where allocable to Federal awards. See § 200.444 General costs of government, applicable to states, local governments and Indian tribes. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Advisory Councils](#)

**ALCOHOLIC BEVERAGES** Costs of alcoholic beverages are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Alcoholic Beverages](#)

**BUILDING, CONSTRUCTION, RENOVATION COSTS** Building, construction, or renovation costs are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Equipment and Other Capital Expenditures](#), [Rearrangement and Reconversion Costs](#), and [Maintenance and Repair Costs](#)

**CONFERENCES** Costs of meetings and conferences, including meals, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Conferences](#)

**CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS** Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

## Contributions and Donations

(NOTE: Honorariums and stipends are also unallowable. Wages, salaries, reimbursements, payment for work done, and fees charged by speakers are allowable)

**ENTERTAINMENT** Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Entertainment](#)

**FUND-RAISING** Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Fundraising](#)

**GENERAL GOVERNMENT EXPENSES** The general costs of government, including services normally provided to the general public, such as fire and police, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [General Government Expenses](#)

**INCOME FROM PROJECT** Project income, e.g., fees charged for the use of library space in the context of a grant project, or to recover out of pocket project-related costs, or to create products such as manuals, or for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Program Income](#)

**LOBBYING** The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Lobbying](#)

**MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES** Costs of the grant recipient's memberships in business, technical, and professional organizations are allowable. (NOTE: The State Library's policy is that use of LSTA funds for personal memberships in organizations is not permitted.) Subscriptions to business, professional, and technical periodicals are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Memberships, Subscriptions, and Professional Activities](#)

**PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIRS** Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable. See ADVERTISING AND PUBLIC RELATIONS (e)(3).

**REFRESHMENTS** See ENTERTAINMENT (unallowable), and MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES (allowable).

**TRAINING** The cost of training provided for employee development is allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Training](#)

**TRAVEL EXPENSE** Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees traveling on official business. Charges should be consistent with

those normally allowed in like circumstances of the grant recipient organization in its regular operations and policy, in non-federally sponsored activities. An exception to this is that car mileage reimbursement for all awarded LSTA grants cannot exceed the current state rate of 58 cents per mile (CPM). Reimbursement is the preferred method of payment for travel expenses. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Travel](#)

(NOTE: The State Library's policy on out-of-state travel and conferences is that they are generally not allowed. There are exceptions, however, based on the importance of the travel and/or conference to the grant. If your grant will include out-of-state travel or attendance at an out-of-state conference, consult with your grant monitor beforehand to obtain State Library approval before scheduling the trip or registering for the conference.)

## APPENDIX D: CIPA-COMPLIANCE

Internet Certification and Signature - The Institute of Museum and Library Services establishes guidelines to ensure that the California State Library's implementation of the Children's Internet Protection Act (CIPA) complies with the 2003 decision of the US Supreme Court. The California State Library is required by 20 U.S.C. Section 9134(b)(7) to provide assurance that we will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries.

Under CIPA, California State Library must assure the Federal Government that no funds will be made available for public libraries and public elementary and secondary school libraries to purchase computers to access the Internet or pay for the direct costs of accessing the Internet unless the libraries have certified that they have Internet safety policies and technology protection measures, e.g., software filtering technology, in place. California State Library must collect certifications from libraries subject to CIPA that apply to the States for Library Services and Technology Act (LSTA) funding. Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain IMLS State Program funding which will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

The authorized representative applying for LSTA funding, must certify that the library is one of the following:

An individual applicant that is CIPA compliant

The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

Not Subject to CIPA Requirements

CIPA requirements do not apply because no LSTA funds made available under this grant program will be used to purchase computers that can access the Internet or to pay for direct costs associated with accessing the Internet.

Have the authorized representative sign the application form, certifying the organization's CIPA status and authorization for this project.

## APPENDIX E: KEY DEFINITIONS FOR LSTA GRANT APPLICATIONS

### **Activity**

An Activity is an action or actions through which the Intent of a project is accomplished. For LSTA, there are four types of Activities: Instruction, Content, Planning/Evaluation, and Procurement (Procurement Activities may only be used with an Institutional Capacity Intent). Activities are further specified by Mode and Format. To include an Activity in your application, it must account for at least 10% of the total amount of resources committed to the project.

### **Consultant**

An individual providing expertise that directly supports LSTA project management or activities.

### **Services**

Specific services or resources acquired through a contract to a third party that are needed to fulfill the objectives of an LSTA grant project.

### **Intent**

An objective or expected result in a project. For LSTA, Intents are mapped to the six focal areas: Lifelong Learning, Information Access, Institutional Capacity, Employment and Economic Development, Human Services, or Civic Engagement. In terms of the grant application, your project may have only one Intent.

### **Mode**

Mode represents how an activity is delivered, created or experienced. Each type of Activity has specifically defined Modes.

### **Partner**

A Partner is a cooperating institution, designated through a formal, signed agreement, which contributes resources (materials/funds/staff) to a project Activity or Activities. Organizations or individuals who are contractors under the project are not partners.

### **Procurement**

Used sparingly, this activity type involves purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. This activity can only be used for projects with Institutional Capacity as the intent. Most purchases are not procurement activities in themselves, but rather are meant to support other activities, for example, purchasing laptops for a learning lab would be part of an Instructional Activity; subscription to a data collection service would be part of a Content Creation Activity.

### **Project**

A set of discrete and interdependent activities carried out to achieve an intended outcome. Contains allocable resources (e.g., dollars spent, people responsible for accomplishing tasks, venue or service location(s), time spent).

## APPENDIX F: PROJECT DESCRIPTION & BRIEF ABSTRACT WRITING EXAMPLES

### PROJECT DESCRIPTION

**Project description:** Liberty Village Library, in a busy mixed-use commercial and residential neighborhood, is located on one of the few parcels in Bigtown that contains an unbuilt lot. Liberty Village is a food desert, where locals have access to fast food and convenience stores but few resources for healthy choices. To address residents' aspirations to live in a place that promotes community-building activities and provides for basic needs, our project will convert 1/3 acre of library vacant land to a community garden. The library's role as a provider of education and early literacy development will be key to the project. The garden project will be supported by storytime and family literacy projects that focus on nutrition and health, engaging families in activities that include preparing food, telling stories, and developing vocabulary. The library's active volunteer corps, which proposed the community garden idea, will plan, organize, and work to carry out the community garden idea, with equipment purchases supported by the Friends of the Library and the local seed exchange group. Library staff will work with local and staff experts to provide live and online classes in English, Spanish, and Arabic on topics like Gardening 101, composting, fruit and vegetable raising, and sustainable pest control practices. A final key role will be book-themed events and resources, including a Big Green Read one-community-one-book project, book-club-in-a-bag program featuring six new titles related to agriculture/sustainability/food/gardens/health, and four author talks.

**Importance:** Liberty Village has traditionally been a gateway for New Americans in Bigtown, but despite jobs and affordable homes, it offers little sense of community. There are clear divisions between long-time residents, new immigrants, and younger, more highly educated residents seeking affordable housing. In 2018-19, library staff conducted four community conversations, plus dozens of informal four-question "asks," to listen to local residents' description of the kind of community they wanted to live in. Residents said they wanted a community that offers safe, non-commercial activities for young people; provides a safe center or hub where families, older adults, and youth can meet and work together; and supports good health. The Liberty Village Gardens project is important because it takes a small and significant step, providing a place, program, and services that will begin to address those aspirations. The garden provides a way to bridge the gaps between the separate demographic segments of the community, who often live in separate "bubbles" with little meaningful contact yet have told us they want a meaningful sense of community and location to gather and work together. If residents can find their needs met within the community, there will be less division between those who can afford to travel to buy affordable, healthy food, and those who are limited in their options.

**Goals:** We intend to achieve: (1) a vibrant family learning program that results in an increase in the health and fitness of participants health and fitness, but can continue with other themes in future years.; (2) a community garden and volunteer program that results in improvement in nutrition in participants' homes and an engaged and informed group of volunteers, based on the planning work already undertaken by a core group of library users, and with produce distributed to family literacy participants and through the community food bank; (3) ongoing learning programs including garden/food education, book groups, a one-book program that increase knowledge of participants and create or increase their connections with schools and community groups, in line with the library's mission of supporting education, access to knowledge, and a love of reading, and partnerships with agencies that also work to address food security, children's safety and learning, and health, among others.

## BRIEF ABSTRACT

The project will create a community garden on the grounds of Library Village Library, connected to and supported by reading programs, family literacy programming and story hours, instructional classes, and food distribution. The project benefits those who struggle with food security but also promotes a sense of community and shared purpose for seniors, young families, adults, and teens who tell us they lack creative, healthy alternatives for engagement.