

Library of Michigan Library Services and Technology Act
Five Year Plan 2007-2012

The Library of Michigan Library Services and Technology Act

Modeling the Future

Grant Program Handbook



Information Partners for the 21st Century

Library of Michigan Library Services and Technology Act
Five Year Plan 2007-2012

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The Library of Michigan is part of the Department of History, Arts and Libraries, whose mission is to enrich quality of life for Michigan residents by providing access to information, preserving and promoting Michigan's heritage, and fostering cultural creativity. The department also includes the Mackinac Island State Park Commission, the Michigan Council for Arts and Cultural Affairs, the Michigan Film Office, and the Michigan Historical Center.

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**Library of Michigan
Library Services and Technology Act**

Modeling the Future

**Grant Program
Handbook**

For the 2007-2012 Five Year Plan for Michigan

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Dear Colleagues:

I am pleased to announce that the Library of Michigan is beginning the Modeling the Future competitive grant program. This new subgrant program is designed to enhance programs and services for the entire Michigan library community by funding innovative programs that will be shared community-wide.

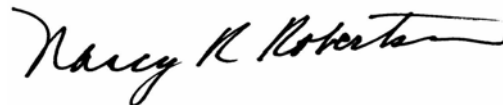
The competitive grant program rests on Goal III of the Library of Michigan's *LSTA Five-Year Plan for Michigan, October 1, 2007 - September 30, 2012*:

Goal III: Equity in Innovation

Foster new, innovative services and programs by funding scalable pilot projects for use by libraries statewide to meet and anticipate Michigan residents' constantly changing needs for library services and information.

This goal was developed to assist individual libraries in launching new services or programs, while at the same time, using the pilot projects that include a project manual as a source of innovation and assistance for other libraries of all types and sizes. LSTA funds serve as seed money to encourage the development of these innovative programs that fulfill the federal and state LSTA goals by meeting the needs of local communities.

We invite you to take advantage of this funding opportunity for projects that will benefit your community through improved library services and new programming.



Nancy R. Robertson
State Librarian
Library of Michigan

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I. BACKGROUND

This grant program was developed by the Library of Michigan to distribute federal library funding received under the Museum and Library Services Act of 2003, which also incorporates Library Services and Technology Act (LSTA) of 1996. Through the legislation, the Institute of Museum and Library Services, an independent federal agency, provides grants to state library administrative agencies. The Institute of Museum and Library Services (IMLS) was established by an act of Congress in 1996 to improve and support library, museum, and information services. These federal grants may be used to support statewide initiatives and service, or they may be distributed through competitive grant programs.

The Library Services and Technology Act outlines two broad priorities for funding. They are:

- to encourage activities that use technology for information sharing among libraries and between libraries and other community services;
- to support programs that make library resources more accessible to urban and rural localities, low-income residents, and others who have difficulty using library services.

See *Appendix C* for excerpts of the legislation.

Each state must have a five-year plan outlining its LSTA program. Michigan's plan reflects support of the federal goals for improving library services, especially in underserved communities. Three specific state goals have been identified in the *Library Services and Technology Act Five-Year Plan for Michigan, October 1, 2007- September 30, 2012*, published by the Library of Michigan and available at www.michigan.gov/lsta. *The Five-Year Plan for Michigan* is a living document that employs continuous assessment by emphasizing evaluation of programs. This evaluation is a commitment to achieving the long-range goals articulated in the five-year plan as well as the programmatic and service goals.

II. PROGRAM DESCRIPTION & PRIORITIES

The Modeling the Future grant program is designed to provide libraries with the opportunity to develop innovative programs and to provide access to the knowledge gained to other libraries. Over the course of the Five Year Plan, the Library of Michigan will fund a small number of pilot projects for new innovative services and programs that will produce scalable models that libraries of varying sizes and types can use to implement similar projects locally.

Priorities

Modeling the Future grant program priorities are to:

- Provide funding for innovative library services and programs,
- Encourage partnerships among libraries and between libraries and community agencies, and

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- Provide the library community with scalable project manuals describing how to plan, implement and sustain similar programs.

Please note: The competitive grant application is part of the Grant Application Packet available at www.michigan.gov/lsta. The packet also includes step-by-step instructions and the grant review score sheet.

III. GRANT PROGRAM GUIDELINES

Applicants may propose a library program or service in any area appropriate for library services. Grants may be awarded to meet the increased demand for information and library services. Grants may also be awarded to improve services to target populations, such as people from diverse geographic, cultural, and socioeconomic backgrounds; individuals with disabilities; and individuals with limited functional literacy, limited English proficiency or limited information literacy skills. In considering what program or service to request funding for, applicants should consider how their proposal fits the following requirements and guidelines.

Requirements:

Proposals **MUST** be for a program or service that is:

- truly innovative AND
- can be translated into a model for other libraries to use, AND
- must include the creation of a scalable program manual, appropriate for use by libraries of all sizes. It may be written for libraries of only one type, e.g. public, academic or school.

What is INNOVATIVE? In the context of this grant program, innovative may mean a library service or program that has not been tried before in the library community, is being used on a new scale, is being targeted to a user group that it has not been offered to before, or is a creative reworking of a traditional program using new methods.

Guidelines:

Proposals will describe a program or service that meets one of the following guidelines:

- Provides quality services to a targeted clientele, especially the unserved or underserved,
- Promotes library service to diverse populations,
- Develops new models or levels of collaboration among libraries, or

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- Provides opportunities for collaboration among libraries and community organizations.

Requests to fund general library operations, such as collection development or equipment replacement, will not be granted.

Partnerships:

Proposals with partnerships must be submitted by an LSTA-eligible library. Partners can include one or more academic, public, school, special or institutional libraries or non-library agencies. Only one institution may apply per project.

Program Evaluation:

The Institute of Museum and Library Services stresses evaluation for two reasons. First, it provides essential information for making good decisions about priorities, use of resources, and program design. Second, it provides data to show the value of programs or services.

Proposals must include a strong, effective evaluation plan for the activity. IMLS strongly prefers the Outcome Based Evaluation method. Further information on evaluation methods can be found at the Library of Michigan LSTA web site (www.michigan.gov/lsta). The method you select should be able to tell you, the Library of Michigan, and your stakeholders the following.

- The extent to which you have met the project goals.
- The quality of the project (e.g. efficiency, impact on participants, effectiveness, etc.).
- Whether or not your program should continue, expand or cease.
- The impact of your program on the participants or users for communication to policy makers and funders.

IV. FUNDING AVAILABILITY

For the time frame of the 2007-2012 Five Year Plan, LSTA funds will be used in support of statewide projects and Modeling the Future competitive grant projects.

The Library of Michigan will announce each fiscal year whether competitive grant funds are available. The number and amount of grant awards will depend on the funds available and the number of applications received.

For each year funds are available, the grant awards will be as follows:

Minimum Grant Award:	\$5,000
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Local Support Requirements:

Cash Match: None required

In-kind: Documentation of contributions of staff time, supplies and funds from the applicant, partners, sponsors or volunteers.

V. ELIGIBILITY

Who may apply?

According to the Library Services and Technology Act, (20 USC Sec. 9101-9176, Ch. 72 Museum and Library Services), Subch. II, Sec. 9122, the term 'library' includes:

1. a public library;
2. a public elementary school or secondary school library;
3. an academic library;
4. a research library that:
 - a. makes publicly available library services and materials suitable for scholarly research and not otherwise available to the public; and
 - b. is not an integral part of an institution of higher education; and
5. a private library, or other special library, but only if the State in which such private or special library is located determines that the library should be considered a library for purposes of this subchapter.

For purposes of LSTA, the State Library has discretion with regard to the eligibility of applicants.

In order to be eligible, a library must:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services;
5. have a record of multi-type library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan; and,
6. if a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and meet all eligibility requirements for receiving state aid.

In addition, library cooperatives established under P.A. 89 of 1977, Regions of Cooperation (ROCs), Regional Educational Media Centers (REMCs), and Intermediate School Districts (ISDs), may apply on behalf of their members for a centrally administered project that will benefit multiple library locations. A library system with multiple branches or a school district

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with more than one school library media center may choose to apply on behalf of an individual branch, selected branches, or the system as a whole. Non-profit associations or

organizations that are committed primarily to resource sharing and/or the advancement of statewide or regional library services also are eligible to apply for grant funds. Charter school libraries are eligible within the public school category, if the charter school has been approved by the state of Michigan.

VI: APPLICATION GUIDELINES

1. Intent to File Form Availability and Due Date:

All applicants **MUST** submit an Intent to File form with the Library of Michigan to be considered for a Modeling the Future grant. The Intent to File form is available at www.michigan.gov/lsta and may be submitted at any time up to the last business day of June of a given program year.

Application workshops will be planned for August of a given program year based on the Intent to File forms received by the end of June. All who submit an Intent to File form will be invited to application workshops when the workshop dates are set.

The Intent to File must be received at the Library of Michigan by 5:00 P.M. on the last business day of June for the given program year. Submission by fax or email is allowed, if the Library of Michigan receives the signed original within five business days of the deadline.

2. Application Availability and Due Date:

Modeling the Future competitive grant applications are available at www.michigan.gov/lsta and may be submitted after the submission of an Intent to File form. Attendance at an application workshop is strongly encouraged.

Applications for competitive grants must be received at the Library of Michigan by 5:00 P.M., December 1st of the given program year. Submission MUST be in paper with original signatures.

3. General Guidelines

A. For competitive grant projects, federal funds must be used as seed money. The funds may not be used to replace local funding of daily operations, materials or staff, or to support ongoing activities.

B. Each proposal must clearly fit the program criteria and guidelines in section III of this handbook. A library may submit more than one application in a given program year.

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C. The total amount of LSTA funds requested must meet or exceed the minimum grant award amount established.

D. The intention of the LSTA program is to provide expanded services and resources to the residents of Michigan. Therefore, it is important that libraries share the products of their projects on a widespread basis. To fulfill this need, each proposal must include the creation of a scalable program manual in print and electronic form, appropriate for use by libraries of the same type, regardless of size. In doing this, the grant program is able to enhance services and programs in the entire Michigan library community.

E. Collaboration among libraries and with agencies that benefit individuals in the community is strongly encouraged. In writing the grant proposal, a single eligible applicant library and a grant administrator from the applicant library must be clearly designated.

F. In general, LSTA competitive grant funds are available to grantees on a reimbursement basis. The grant recipient must submit reimbursement request forms after funds have been expended for the project. The final 10% of funds will not be disbursed to grantees until the scalable program manual has been received and approved by the Library of Michigan.

G. Libraries may not charge patrons for the use of materials or equipment acquired with LSTA funds during the grant period. After the close of the grant, fees become a local policy matter.

H. Locations for all LSTA-funded items must be clearly specified in the application.

I. Each grant proposal submission must:

1. include one paper original, six paper copies, and one electronic copy in a Microsoft Word compatible document;
2. be submitted as single-sided documents;
3. have consecutive page numbers; and
4. be submitted in font size not less than 12 point.

J. All proposals (copies and originals) become the property of the Library of Michigan and will not be returned.

K. The applicant library must notify the Library of Michigan in writing if changes are made in key personnel, which are the grant administrator, fiscal agent and authorized official.

L. Successful applicants will be responsible for completing the grant activities within the approved time period and submitting the required forms in a timely fashion.

VII. APPLICATION REVIEW AND AWARD PROCESS

Application Review

The grant proposal will be read and evaluated for overall impact by the LSTA Advisory Council and a peer review team selected by the state librarian. Both peer reviewer team and the LSTA Advisory Council membership criteria includes geographic diversity and a range of library types and staff levels. The peer review teams and advisory council will use the Grant Application Review Score Sheets to evaluate each application. The score sheets are included in the application packet. The state librarian will make all final decisions on grant awards.

Award Process

Award Letter: The State Librarian will send a letter to announce the award of an LSTA grant. This announcement will contain a contingency that awards are not certain until after the approval of the federal budget. Project spending must not occur until after agreement execution.

Legislators: Legislators will be notified in writing of grant awards to libraries located in their districts.

Grant Administration Workshops: Each grant recipient **will be required** to attend a grant administration workshop. The workshop will provide project management information for effective LSTA grant administration. The grant administrator must attend the workshop to maintain grant eligibility. Library directors, fiscal agents or others involved in the project also are welcome to attend.

Handbook: An *LSTA Grant Administration Handbook* will be distributed to each grant recipient at the grant administration workshop and will be available online. The handbook will provide important information and guidelines for implementing a successful grant program, including guidance on reimbursement policies, procedures and documentation, required reporting, project revisions, and record retention.

Grant Agreement: The Library of Michigan will prepare and execute an agreement with each grantee and fiscal agency. The grant agreement will identify the award period in which all expenditures and obligations must be incurred. Expenditures or contractual obligations incurred outside of the award period **will not be** eligible for reimbursement under the LSTA program.

Scalable Project Manual Template: A template for the scalable project manual will be distributed to each grant recipient at the grant administration workshop and will be available online. The template will give guidelines and required topics for the project manual.

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Appendices**

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APPENDIX A

Contact Information

All documents and certificates should be mailed to:

Library of Michigan
Attention: LSTA Team
702 W. Kalamazoo Street
P.O. Box 30007
Lansing, MI 48909-7507

Karren Reish, Library Grants Coordinator	517-241-0021	reishk@michigan.gov
Sheryl Mase, Statewide Services Director	517-373-4331	mases@michigan.gov
Kyle Kay Ripley, Grants Analyst	517-373-1303	ripleyk@michigan.gov
Janet Laverty, Director of Business Services	517-373-1550	lavertyj@michigan.gov

These individuals may also be reached by fax at: 517-373-5700

Electronic copies should be e-mailed to reishk@michigan.gov and ripleyk@michigan.gov. If you have difficulty sending the documents via e-mail, please contact Karren Reish or Kyle Ripley.

LSTA Listserv

The Library of Michigan hosts an LSTA listserv. Individuals may subscribe to the listserv by visiting lists.dhal.org/mailman/listinfo/lsta

The LSTA listserv provides a forum to discuss issues related to the implementation of the Library Services and Technology Act, including questions from applicants about the competitive grant program and comments on the *Library Services and Technology Act Five-Year Plan for Michigan, October 1, 2007 - September 30, 2012* and future plans. In addition to the discussion generated by its subscribers, this list will include funding announcements and Library of Michigan postings to clarify issues relating to the grant program.

APPENDIX B

Glossary

Authorized Official: The person who is authorized to sign legally binding documents for the institution and who will be addressed in communications from the Library of Michigan.

Board Chairperson: This individual represents the board if the organization reports to a board. If the organization does not report to a board, the authorized official is the highest-level official who can authorize the library's participation in the LSTA project. In either case, this person is authorized to sign contracts and legal documents on behalf of the organization.

Cash Match: The amount of money that the grant recipient puts toward the project costs. For the Modeling the Future grant program, no cash match is required.

CIPA: The Children's Internet Protection Act restricts the use of funding that is available through the Library Services and Technology Act. These restrictions take the form of requirements for Internet safety policies and technology filters for public and school libraries that use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet. See *Appendix D* for further information.

Collaboration: Partnering with libraries, community organizations or other relevant agencies on the proposed project. All partners actively work together, expend effort and make substantial contributions toward the success of the project. Letters of support are not considered evidence of collaborative effort unless the authors of the letters are involved in the planning, funding, and/or implementation of project activities.

Fiscal Agency: The organization whose bank account the grant funds flow through for the exclusive benefit of the library organization. The LSTA project reimbursement check, which is issued by the state of Michigan, is made payable to this organization. In some cases, the fiscal agency may be a parent organization (for example, city, township, county, or school district).

Fiscal Agency's Year End: The end date of the audited period (fiscal year) for the fiscal agency.

Fiscal Agent: The individual employed by the fiscal agency who has access to the financial books and records that pertain to the grant project. The grant administrator and fiscal agent may be the same individual.

Goals: What the project is designed to accomplish; the positive outcome generated from the project. Goals usually refer to broad intentions rather than specific and measurable objectives.

Grant Administrator: The grant administrator must be an employee of the applicant library. A grant administrator is generally responsible for completion of the LSTA project

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application, required forms during the project and the final narrative report at the project's completion. The grant administrator may be the library director or any other staff member assigned to undertake the responsibilities of managing the project. The grant administrator and fiscal agent may be the same individual.

Grant Agreement: A binding legal document that authorizes the implementation of the proposed project and records the legal obligations of the parties to the agreement. The grant administrator, the fiscal agent, and the state librarian (who is the state administrator of LSTA programs) must sign the grant agreement.

Grant Period: The period specified in the agreement document.

In-kind Contributions: The equivalent monetary value of goods or services provided by the grant recipient and its partners toward the project. Staff time spent on writing the scalable project manual should be included as in-kind contributions. Other possible in-kind contributions can include staff time spent managing the grant, contributed materials, use of program space if paid for with local funds, etc. These contributions can be provided by the grantee, partners, sponsors or volunteers.

Innovative: In the context of this grant program innovative is one or more of the following; a library service or program that has not been tried before in the Michigan library community, is being used on a new scale, is being targeted to a user group that it has not been offered to before, or is a creative reworking of a traditional program using new methods. Grants will be rated on level of innovation.

Intermediate School District (ISD): An ISD supports students and constituents in a service area by providing services that range from administrative functions to extensive partnerships for education and learning. ISDs interact and cooperate with other ISDs, the Michigan Department of Education, local school districts, institutes of higher education, and other public and private sector agencies and organizations to assure programs and services are delivered effectively and efficiently.

Library Cooperative: A public library cooperative is a formally structured and state-funded organization consisting of a group of legally established public libraries in Michigan. Cooperatives are organized under P.A. 89 of 1977, the State Aid to Public Libraries Act, which provides the minimum requirements for public libraries and for cooperatives to receive state aid funding. Membership in a cooperative is voluntary, and must be done through resolutions by the governing boards of the public library and the cooperative. Cooperatives may provide a variety of services to meet the needs of member libraries. Core services vary, but frequently they include interlibrary loan and continuing education. A list of cooperatives is available in the Interactive Library Directory at envoy.libraryofmichigan.org/isapi/4disapi.dll/directory/search.html.

Multi-type Cooperation: Networking and collaborative partnerships among all types of libraries and local government, day care facilities, senior centers, residential adult facilities or

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any other local agency. Example projects include union listing, common delivery and interlibrary loan arrangements, and/or joint training and planning activities.

Objectives: Objectives are narrow, precise, and measurable accomplishments that help to determine whether a goal has been reached. Objectives tend to be more specific about intended accomplishments than goals are.

Outcome Based Evaluation (OBE): An evaluation process that provides information about the degree to which a project has met its goals to create benefits for individuals in the form of skills, knowledge, behavior, attitude, status, or life condition. See www.ims.gov/applicants/obe.shtm for examples and further clarification. OBE evaluation may require pre- and post-testing to show outcomes.

Partners: External departments, agencies, organizations, etc. with whom the applicant library has a formal arrangement to work mutually for the benefit of participants, end users, or patrons. Partners actively work together, expend effort and make substantial contributions toward the success of the project by being involved in the planning, funding, and/or implementation of project activities.

Performance Categories: Established for IMLS' strategic plan, the performance categories describe strategic areas on which IMLS grant funds, including LSTA grants, are focused.

Persons Served: The number of persons who use or benefit **directly** from the services provided by the project. This generally refers to the number of people attending a program or actively using a service. The number does not reflect the total population of the service area.

Project Manual: A manual for how to plan, implement and sustain a program or service that does not depend on a particular budget, staff size or building size to be a useful guide to another library in the development of the described service in their institution. The manual will explain the planning process and provide guidelines for all elements of the project such as staff training, equipment purchasing, marketing, evaluation, sustainability efforts, partnership development, etc. A template will be provided to grantees.

Project Outcome(s): Change(s) in the target audience's skills, knowledge, behavior, attitude, status or life condition from the experience of the project. Project outcomes ask the question, "What were the results?" One example may include, "75, or 32% of the parents and caregivers who participated in the 'Mommy and Me' literacy program reported that they read to their child at least 10 minutes three times a week for six weeks. Prior to participation in the program, only 10 percent of parents and caregivers did so." Note the need for pre- and post-tests to determine outcomes.

Project Outputs: Measures of service or products provided; for example, the number of participants who completed a workshop or the number of items digitized.

Project Purpose: Answers the questions: what we do, for whom, to what end (i.e. for what expected outcome or benefit).

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Region of Cooperation (ROC): A multi-type organization of libraries based on one or more of the public library cooperatives. These regions were formed in 1980 to provide a structure for all libraries to cooperate in sharing resources.

Regional Educational Media Center (REMC): REMCs are operated by intermediate school districts and approved by the State Board of Education. They provide services to local school districts. The services may include materials lending; duplication services; professional and leadership training services; central purchasing of materials or equipment related to media center activities; and other production services to teachers.

Resource Sharing: The sharing of books, equipment, expertise, staff, or other readily available library resources with other libraries in support of current, ongoing activities.

Scalable Project Manual: A manual for how to plan, implement and sustain a program or service that does not depend on a particular budget, staff size or building size to be a useful guide to another library.

Service Descriptors: Established for IMLS' strategic plan, the service descriptors describe specific focus groups and activities on which IMLS grant funds, including LSTA grants, are focused. Example information is provided in *Appendix D*.

Statewide: Refers to programs or projects that have the entire state's population as potential beneficiaries; a general service made available to all state residents, as compared to one that serves a specific, smaller target population.

Target Benchmark: A quantifiable measure of the impact of the project. For example, a success point may be the increase in participation of early reading programs by 20 percent. Another example may be to improve the reading levels of literacy program participants by 2 grade levels.

Total Project Cost: The total project cost is intended to show the total value of the project. It is the total of the LSTA funds requested and in-kind contributions such as funds, equipment, supplies, and staff time.

APPENDIX C

Museum and Library Services Act of 2003 (Public Law 108-81) Excerpts

20 USC Chapter 72, Subchapter II – Library Services and Technology

Sec. 9121. Purpose

It is the purpose of this subchapter -

- (1) to consolidate Federal library service programs;
- (2) to promote improvement in library services in all types of libraries in order to better serve the people of the United States;
- (3) to facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry; and
- (4) to encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public.

Sec. 9141. Grants to States

(a) In general - Of the funds provided to a State library administrative agency under section 9123 of this title, such agency shall expend, either directly or through subgrants or cooperative agreements, at least 96 percent of such funds for -

- (1) 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;
- (2) developing library services that provide all users access to information through local, State, regional, national, and international electronic networks;
- (3) providing electronic and other linkages among and between all types of libraries;
- (4) developing public and private partnerships with other agencies and community-based organizations;
- (5) 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; and
- (6) 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 (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.

APPENDIX D

The Children's Internet Protection Act

Excerpts from IMLS statement

“COMPLYING WITH THE CHILDREN’S INTERNET PROTECTION ACT WITH PROGRAM YEAR 2006 FUNDS”

I. INTRODUCTION

1. The Institute of Museum and Library Services establishes these guidelines to ensure that the agency's implementation of the Children's Internet Protection Act (CIPA) complies with the recent decision of the United States Supreme Court. Under CIPA, State Library Administrative Agencies (SLAA) must assure the Federal Government that no funds will be made available for public libraries and public elementary and secondary school libraries, that do not receive E-rate discounts, 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. State Library Administrative Agencies must collect certifications from libraries subject to CIPA that apply to the States for Library Services and Technology Act (LSTA) funding. Libraries that receive services at discount rates under section 254(h)(6) of the Communications Act of 1934 certify compliance under the E-Rate program and do not have to provide an additional certification under IMLS's Library State Grants program.

Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain Program Year 2006 funding, and are not eligible to receive a waiver.

III. IMPLEMENTATION

11. To assist the State Library Administrative Agencies with implementing CIPA's requirement of collecting certifications from public libraries and public elementary and secondary school libraries subject to the law, IMLS has prepared the attached technical assistance and sample certifications. Applicant libraries are required to provide CIPA certifications to the SLAA. A consortium or group applicant affected by the law must (1) collect and maintain on file a certification from each of the group's constituent libraries to which CIPA's conditions apply, and (2) provide a certification on behalf of the group to the SLAA.

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FISCAL YEAR TIMELINE

Applicable only if funds are available in a given program year.

Application Availability	Year Round
Intent to File Form Availability	Year Round
Intent to File Form Due Date	Last Business Day of June
Grant Writing Workshops	July/August
Application Due Date	December 1st
Award Announcement Letters	February
Grant Agreements Executed	March
Grant Administration Workshops	March
Grant Expenditures Begin	After Agreement is Executed
Interim Reports Due	
First	Last Business Day of September
Second	Last Business Day of March
Project Revision Due	Last Business Day of January
Grant Expenditures Complete	Last Business Day of June
Final Reimbursement Request Due	Last Business Day of July
Scalable Project Manual Due	Last Business Day of August
Final Project Report Due	Last Business Day of August

Applications and Intent to File forms are available from the Library of Michigan or electronically from the Library of Michigan's Web site at www.michigan.gov/lsta.