

**Library of Michigan  
Library Services & Technology Act (LSTA)**

**PUBLIC LIBRARY SERVICES GRANT PROGRAM**

**APPLICATION INFORMATION**

**Submission Deadline:  
March 7, 2022; 5:00 PM EST**



## **LIBRARY OF MICHIGAN (LM) LSTA PUBLIC LIBRARY SERVICES GRANT PROGRAM**

### **GRANT PROGRAM GOALS:**

Support for quality public library programs in the areas of

- Literacy
- Children and Teens
- Technology

### **LSTA PRIORITIES:**

- Programs or services to individuals of diverse geographic, cultural, and socioeconomic backgrounds;
- Programs or services to individuals with disabilities, to individuals with limited functional literacy or information skills; to individuals with limited English proficiency (LEP) or
- Programs or services expanding services for learning and access to information.

For each priority, programs that provide support for or include locally underserved populations and/or include concepts of diversity, equity, and inclusion are welcome.

### **ELIGIBILITY, FUNDING AVAILABILITY and GRANT PERIOD:**

Eligible applicants are legally established Michigan public libraries currently eligible for state aid. **For 2022, branch locations are still eligible for grants, but all applications must be submitted by the main or administrative branch.**

The number and amount of grant awards will depend on the funds available and the number of applications received.

- Minimum Grant Request per Location: \$ 500
- Maximum Grant Request per Location: \$2,000

**NOTE: All grant payments will be provided on a REIMBURSEMENT basis.**

The grant period will be from the contract start date to September 30, 2022. All grant funded expenses must be purchased and used during this time period and grant activities must happen in this time-period.

### **APPLICATION AVAILABILITY & DUE DATE:**

Application submission is through the online grant site. Libraries may only submit one application per location. An eligible location is any site open to the public and reported to LM in the state aid application as a main or branch library. However, all applications must be submitted by the main library using the same account.

**Applications must be submitted no later than March 7, 2022, 5:00 PM EST.**

**AWARD NOTIFICATION:**

Award Letter - LM will send a letter and grant award notice (contract) to announce the award of an LSTA grant. **Project spending must not occur until after execution of a grant award.** Execution of a grant award is the start date on the grant award notice.

**MDE/Library of Michigan CONTACT INFORMATION:**

Karren Reish, Library Grants Coordinator  
[reishk@michigan.gov](mailto:reishk@michigan.gov)  
517-241-0021 or 517-335-1516

**It is the responsibility of the applicant to submit the online application, certification form and confirm receipt at LM by the applicable deadline.**

**STEP-BY-STEP INSTRUCTIONS FOR  
LSTA PUBLIC LIBRARY SERVICES GRANT APPLICATION**

You must submit a complete application no later than 5:00 PM EST on March 7, 2022, to be considered for a grant.

**Filing a Complete Application:** A complete application includes ALL three items below.

1. LSTA Grant Application.

Application is submitted online. The application link is at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Public Library Services Grant Program section.

2. LSTA Grant Application Budget Spreadsheet

The budget spreadsheet is a form that is uploaded into the online application. The form is at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Public Library Services Grant Program section.

3. LSTA Grant Application Certifications.

The certifications is a form that is uploaded into the online application. The form is at [www.michigan.gov/lsta](http://www.michigan.gov/lsta) in the Public Library Services Grant Program section.

**APPLICATION INSTRUCTIONS: All questions are required. Incomplete applications will not be considered.**

- A. **APPLICANT INFORMATION:** Complete this section in its entirety. Applicants must be Michigan public libraries that are lawfully established and eligible for state aid at the time of application and the time of contracting. Vendors or partner institutions are NOT eligible to apply.
- B. **PROJECT ADMINISTRATION:** Complete this section in its entirety. If any person holds more than one of the positions listed, please enter information for each position. If you submitting applications for

branch locations, the grant administrator should be the same for each application. NOTE: A fiscal agency is an organization that handles funds for the applicant organization. For example, the city treasurer is typically the fiscal agent for a city library. You may NOT list a fiscal agent different from your legal fiscal agent, such as a Friends group.

- C. **PROJECT PROPOSAL:** This section is used to provide a complete description of all components of the project.

**PROJECT TITLE:** If you are submitting applications for branch locations, you may want to include the branch name in the title.

### **Grant Program Type?**

Select **ONE** program type that best fits your project, even if more than one applies.

- a. Literacy Programs – This topic area is for the **broad idea of literacy programs**, such as ESL, early literacy, financial literacy, health literacy, digital literacy, etc.
- b. Children and Teen Programs – This topic area is for programs where the **primary audience is children or teens**, and can include a range of programming areas such as art, STEAM, gaming, summer reading, etc.
- c. Technology Programs – This topic area is for programs that **improve community access to technology**, such as digital inclusion, assistive technologies for disabled patrons, etc.

Sample program ideas for each program type include family literacy outreach kits; computational thinking programming with robot or electronics kits; digital media lab equipment for users to develop content on a topic. Materials can be used for in-library programming, circulating kits, or programming at other community sites.

### **What program do you plan to implement with this grant?**

Describe the program you will implement with library patrons and community members and **how** this funding is needed to accomplish this. Use no more than 200 words but be as complete as possible. Use full paragraphs.

### **What target population will this program serve?**

Describe the population you are reaching out to with these programs or activities and **why** that population needs these services. Explain how you will tell the audience about the program. Use no more than 200 words but be as complete as possible. Use full paragraphs.

### **How will you evaluate the impact of the program activities on the target population?**

Explain how you will evaluate the impact of these programs, both during and after the grant period. What change or effect do you want your program to have on participants? You may want to look at SMART goals (Specific, Measurable, Attainable, Relevant, and Time-Bound). Project evaluation is a **REQUIRED** activity. NOTE: There are prescribed questions that **MUST** be included in the project

evaluation. Refer to the LSTA Evaluation Questions document at [www.michigan.gov/lsta](http://www.michigan.gov/lsta). You will include your evaluation results in your final report. Use no more than 200 words but be as complete as possible. **Your evaluation outcomes are the deliverables for your project.** Use full paragraphs.

### **What do you want to purchase for this program?**

Provide a list of items to be purchased AND explain the purpose of the materials needed for your proposed program. You will list the specific items and costs in an attached budget spreadsheet. Use no more than 200 words. Examples of possible purchases by program topic are listed below.

- a. Literacy Programs – Appropriate purchases can include early literacy stations, financial literacy curriculum, ESL materials and curriculum, digital literacy class supplies and curriculum, health literacy supplies and curriculum, etc.
- b. Children and Teen Programs – Appropriate purchases can include materials necessary to do STEAM activities such as 3-D printers, cultural enrichment program supplies, story time supplies, gaming stations, STEM activity kits, etc.
- c. Technology Programs – Appropriate purchases can include tablets or other devices to circulate, 3-D printers, assistive technology for disabled patrons, etc. **Libraries requesting devices that can access the Internet MUST comply with Children’s Internet Protection Act (CIPA) regulations for all Internet accessible grant purchases.**

NOTE: Book purchases that are **directly** used in program activities are allowed. Book purchases for displays, giveaways, or collection support are not allowed.

- D. **PROJECT BUDGET:** Enter the total amount of the estimated costs for the materials you requested in the project proposal. For example, the estimated cost of materials described in your proposal is \$1,243, then enter \$1,243 for your project budget. Round the amount to the nearest dollar. You may NOT receive more than the amount listed in this question, so please estimate as accurately as possible while requesting enough to reasonably complete your project.
- E. **PROJECT BUDGET SPREADSHEET:** The Budget spreadsheet is on the Public Library Services grants page. Download the Excel file and fill it out with specifics on the requested purchases with estimated prices. Save as an Excel file and name the file Applicant Name–Budget–LSTA Application.xlsx and upload in the online application.

### **ALLOWABLE PURCHASES FOR THIS GRANT PROGRAM:**

**Supplies/Materials:** Supplies and materials purchased specifically for use in the grant project. These are items that typically you can hold in your hand.

**NOTE: Services such as warranties, maintenance fees, set up fees, subscriptions, presenters, or trainers are not allowable costs for this grant, even if they support the grant activities. You may pay services with local funds, however.**

**THE FOLLOWING ITEMS ARE NOT ELIGIBLE FOR FUNDING:** Federal funds may only be used for federally allowable costs. Some types of expenses are not allowable under federal rules (2 CFR 200), including:

- Performers or entertainers;
- **food and beverages;**
- advertising not directly related to the LSTA project;
- collection development purchases not directly related to grant activities or integral to the grant program;
- lobbying of any kind;
- transportation or travel for program participants or non-grant funded personnel;
- equipment or technology not specifically needed for the grant activities;
- **awards, honoraria, prizes, or gifts;**
- **incentives, souvenirs, or promotional items;**
- costs incurred outside the grant period, meaning that you may not request funds for activities or expenses incurred before or after the grant contract start and end dates.

**This list is NOT comprehensive. Grant recipients will NOT be reimbursed for unallowable costs.**

If you have any questions about the allowability of a particular cost, contact Karren Reish at LM before expending funds. For more information see [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR 200](#).

- F. **STATE GOAL:** Identify **one** principal purpose from LM’s Five-Year Plan that most closely fits the project.
- G. **FEDERAL LSTA INTENT:** Identify **one** IMLS Intent that most closely fits the project.
- H. **FEDERAL LSTA SUBJECTS:** Identify **up to two** IMLS subjects that most closely fit the project.
- I. **TARGET POPULATION:** If the project has a specific population that is targeted for the proposed program or resource, select the ethnic, social, economic, age and geographic communities that most closely fit the project.
- J. **CERTIFICATIONS:** ALL applicants must complete BOTH sections of the Certifications form – the CIPA section and the Certifications and Assurances section.

Complete this form to certify that:

1. the applicant has the legal authority to apply for federal funding;
2. the applicant will comply with federal regulations and LSTA grant guidelines;
3. LSTA funds will be used to supplement and not supplant local funding for library service purposes; and
4. all information presented in the LSTA application is truthful. This form also includes required certifications regarding debarment and lobbying.

**- Section 1: CIPA INTERNET SAFETY CERTIFICATION:** Under the Children’s Internet Protection Act (CIPA), LM must provide certain assurances to IMLS and the federal government. These assurances confirm that IF federal funds are used for the purchase of computers, internet accessible devices or equipment used to access the Internet or for Internet access costs, data plans, etc., the grantee WILL

filter the devices or access. **Filtering is required for use in the library and for use off site at a partner organization or when checked out to library patrons.**

- **Section 2: CERTIFICATIONS and ASSURANCES:** Under federal regulations, LM must provide all applicants with information on applicable federal regulations and grant guidelines and document that all applicants are aware of these regulations and guidelines. **THESE SIGNATURES ARE THE APPLICANT'S SIGNATURES FOR THE GRANT CONTRACT IF THE GRANT IS AWARDED.**

The CIPA certification and the Certifications and Assurances are ONE form on the Public Library Services grants page. Download/Print the certifications form. Fill out the first, second and last pages. Signatures must be original and are required by the applicant's Authorized Official, Director, Grant Administrator, and Fiscal Agent. All lines must be signed, even if the same person holds more than one of these positions.

Scan the signed document and submit it through the online application. The file name MUST be in this format: *Applicant Name– Certifications–LSTA Application.pdf*. Confirm a signed version was uploaded.

K. **ADDITIONAL DOCUMENTATION:** You may submit additional documentation, such as pictures, order lists, etc. as a single PDF with the file name *Applicant Name– Additional Documentation–Date.pdf*. However, additional documentation is NOT required and will not be used in reviewing the grant proposal.

L. **SUBMISSION OF ONLINE APPLICATION:** The application will be submitted through the LM online grant system. Applicants will need to set up an account if they do not have one already. The application will include instructions and can be saved, printed, and shared. All application documents are submitted in the online application in pdf format.

After completing the application questions, you will be able to review the application in full. After reviewing the application, the next and final screen allows you to submit the application. You will receive a confirmation email from the grant system. If you do not receive this email, confirm the application was received with LM.

## **SAMPLE LSTA PUBLIC LIBRARY SERVICES GRANT APPLICATION**

### **APPLICANT INFORMATION**

1. Eligibility: For the purposes of this grant, applicants must be a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and currently meet all eligibility requirements for receiving state aid. Does your library meet this standard?
  - a. Yes
  - b. No
2. Applicant Library Official Name
3. If application is for a Branch Location, list Branch Location Name
4. Complete mailing address with county
5. Phone Number
6. Library Cooperative Membership

7. Library Class Size
8. Legislative Districts of Applicant Organization
  - a. Michigan House of Representatives: District Number and Representative Name
  - b. Michigan Senate: District Number and Senator Name

#### **PROJECT ADMINISTRATION**

9. Applicant Organization Director, Director Email and Director Phone Number
10. Grant Administrator, Grant Administrator Email and Grant Administrator Phone Number
11. UEI (Unique Entity Identifier) Number

#### **PROJECT PROPOSAL (All sections are limited to 200 words)**

12. Project Title
13. Select the program type that best fits your project?
  - a. Literacy
  - b. Children & Teen
  - c. Technology
14. What program do you plan to implement with this grant?
15. What target population will this program serve?
16. How will you evaluate the impact of the program activities on the target population?
17. What do you want to purchase to do this program? Provide a detailed list of items to be purchased.

#### **PROJECT BUDGET**

18. Funding Amount Requested – Enter the estimated costs for the materials you requested in the project proposal. You may not request more than \$2,000 or less than \$500.
19. Project Budget Spreadsheet – Fill out and attach the budget spreadsheet found on the Public Library Services grant page.

#### **STATE GOAL**

20. Please select the Library of Michigan LSTA Goal that most closely matches the purpose of your project.
  - a. Michigan residents will have equal access to information resources in various formats for lifelong learning.
  - b. Michigan residents will have access to current services and training support through their libraries.
  - c. Michigan libraries will continue to support their communities through collective impact initiatives and community engagement.
  - d. Michigan residents will be able to use Michigan’s historical and cultural collections for lifelong learning.

#### **FEDERAL LSTA INTENT**



21. What is the Intent of your project? (Select only one)

- Information access
  - Improve users' ability to discover information resources.
  - Improve users' ability to obtain and/or use information resources.
- Lifelong learning
  - Improve users' formal education
  - Improve users' general knowledge and skills.
- Human services
  - 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
- Economic & employment development
  - Improve users' ability to use resources and apply information for employment support
  - Improve users' ability to use and apply business resources
- Civic engagement
  - Improve users' ability to participate in their community
  - Improve users' ability to participate in community conversations around topics of concern.

#### **FEDERAL LSTA SUBJECTS**

22. What subjects are included in the Intent of your project? (Select up to two)

- Arts, Culture & Humanities
- Business & Finance
  - Employment
  - Personal Finance
  - Small Business
- Civic Affairs
  - Community Concerns
  - Government
- Education
  - After-school activities
  - Curriculum support
- Environment
- Health & Wellness
  - Parenting & Family skills
  - Personal/Family health & wellness
- History
- Languages
- Literacy

- Adult Literacy
- Digital Literacy
- Early Literacy
- Reading Program (Not Summer Reading)
- Summer Reading
- Science, Technology, Engineering, & Math (STEM)

**TARGET POPULATION**

23. Is the project directed to a targeted group or the general population? If not, you may skip the Target Population questions.

24. If directed to a targeted population group, please select one or more of the following options.

Families

- a. Intergenerational groups
- b. Immigrants/refugees
- c. Economically disadvantaged
  - i. People who are living below the poverty line
  - ii. Unemployed
  - iii. Not applicable
- d. Disabled
- e. Those with limited functional literacy or informational skills

25. If directed to a targeted ethnic or minority population group, please select one or more of the following options.

- a. Ethnic or minority populations
- b. American Indian or Alaska Native
- c. Hispanic or Latino
- d. Asian
- e. Native Hawaiian or other Pacific Islander
- f. Black or African American

26. If directed to a targeted age group, select one or more of the following.

- a. 0-5 years
- b. 6-12 years
- c. 13-17 years
- d. 18-25 years
- e. 26-49 years
- f. 50-59 years
- g. 60-69 years
- h. 70+ years

27. If directed to a targeted group which best describes the geographic community of the target group.

- a. Urban
- b. Suburban
- c. Rural

## SAMPLE CERTIFICATIONS

### Children's Internet Protection Act (CIPA) INTERNET SAFETY CERTIFICATION FOR APPLICANT LIBRARY

- PUBLIC LIBRARIES,
- PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
- CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that:  
(select one)

- A. The applicant library or consortia has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.
- C. The applicant library or consortia is NOT a public library, public elementary or secondary school library, OR consortia with public and/or public school libraries.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Applicant Library/Program

The Authorized Representative is whoever has the **authority to sign contracts for the applicant** institution, such as the Library Director, Dean, Superintendent, Board Chair, or other authorized official.

## CERTIFICATIONS & ASSURANCES for LM LSTA Grant Applications

This Statement of Assurances is entered into on \_\_\_\_\_ [Date], by the \_\_\_\_\_ [Applicant Library Name]. The \_\_\_\_\_ [Applicant Library Name] agrees to comply with the statutes, rules, regulations, and executive orders provided below to be eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20 U.S.C. § 9121 *et seq.*, contract/grants program administered by LM.

*\* NOTE: Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the Organizational, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of

1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Organization of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

### **DEBARMENT AND SUSPENSION**

The contractor shall comply with 2 CFR Part 3185. The undersigned, on behalf of the contractor, certifies to the best of his or her knowledge and belief that neither the contractor nor any of its principals:

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

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

The contractor, as a party to a first-tier procurement contract, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in contract.

### **DRUG-FREE WORKPLACE REQUIREMENTS**

The contractor must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

The undersigned, on behalf of the contractor, certifies that the contractor will or will continue to provide a drug-free workplace by taking actions such as, but not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the contractor's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying all known workplaces under its Federal awards.

### **LOBBYING**

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the contractor certifies to the best of his or her knowledge and belief that:

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

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant or contractor) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

### **FEDERAL DEBT STATUS**

The contractor certifies to the best of his or her knowledge and belief that the contractor is not delinquent in the repayment of any Federal debt.

### **TRAFFICKING IN PERSONS**

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

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
  - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - ii. Procure a commercial sex act during the period of time that the award is in effect; or
  - iii. Use forced labor in the performance of the award or subawards under the award.
  
2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
  - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
  - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
    - A. Associated with performance under this award; or
    - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

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

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

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

*c. Provisions applicable to any recipient.*

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

*d. Definitions.* For purposes of this award term:

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



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

The Applicant agrees that compliance with these Certifications and Assurances constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency.

The Applicant understands that the State may immediately terminate a contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls.

**All signatures must be present and be original signatures. If one person holds more than one of the positions below, they must sign for each position.**

_____	_____	_____
Authorized Representative Name	Signature	Date

_____	_____	_____
Director Name	Signature	Date

_____	_____	_____
Grant Administrator Name	Signature	Date

_____	_____	_____
Fiscal Agent Name	Signature	Date

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean, Superintendent, Board Chair, or other authorized official.

# LM LSTA PUBLIC LIBRARY SERVICES GRANT PROGRAM

## Grant Application Review Scoring Rubric

Grant applications will be reviewed by the LSTA Advisory Council members and LM staff. Reviewers will assign points based on how well the grant application fits the guidelines as described below. The resulting total scores will reflect the following:

- 0 % - 60% of possible points – Project does not meet the program guidelines and will not be considered.
- 61% - 80% of possible points – Project partially meets the program guidelines and will be considered if funds are available.
- 81% - 100% of possible points – Project meets the program guidelines and will be considered.

Applicants will be ranked by the total score for each application. A ranked list will be used to select successful applicants, beginning with the highest scored application. **Libraries from smaller communities and libraries who have not received a grant in the last year will be given priority.** There may not be enough funding to award all applications, and some applications may not be funded. Funding recommendations will be presented to the State Librarian. The State Superintendent will make the final grant selections.

### General Review of Application – 40 points total

1. Is the proposal clearly and completely written? - 15 points
2. Is the library from a small or rural community? – 5 points
  - a. Class 1 – 5 points
  - b. Class 2 – 4 points
  - c. Class 3 – 3 points
  - d. Class 4 – 2 points
  - e. Class 5 – 1 points
  - f. Class 6 – 0 point
3. How well does the project meet any one or more of the LSTA priorities and the grant program goals? - 20 points
  - Provides quality services to a targeted clientele, especially the unserved or underserved.
  - Promotes library service to diverse geographic, cultural, or socioeconomic backgrounds.
  - Provides quality library service to individuals with disabilities, limited functional literacy or limited information skills, or limited English proficiency.
  - Expands library services for learning and access to information.

### Review of Application Proposal – 60 points total

4. For the application question “What program do you plan to implement with this grant?” – 20 points.

- Are the project activities well described and sound library practice?
  - Is the need for the requested funds clearly explained and for allowable purchases?
5. For the application question “What target population will this program serve?” – 20 points.
- Are the project activities likely to reach the intended target population?
  - Is the need for the project locally well described?
6. For the application question “How will you evaluate the impact of the program activities on the target population?” – 20 points.
- Are project outcomes clearly defined and related to the activities?
  - Are the evaluation measures linked to outcomes well?

Total Review Points (100 possible) \_\_\_\_\_

**Library of Michigan  
LSTA Public Library Services Grant Program**

**ANNUAL TIMELINE**

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

<b>Grant Availability Announcement</b>	<b>January</b>
<b>Application Availability</b>	<b>January</b>
<b>Application Due Date</b>	<b>March</b>
<b>Grant Review</b>	<b>April</b>
<b>Grant Awards Made</b>	<b>April to May</b>
<b>Grant Activities</b>	<b>May through September</b>
<b>Grant Expenditures Complete</b>	<b>August</b>
<b>Reimbursement Request Due</b>	<b>Last Business Day of August</b>
<b>Project Report Due</b>	<b>Last Business Day of October</b>