CALIFORNIA STATE LIBRARY

2023-2024
Library Services and Technology Act (LSTA)
Local and Collaborative Grant Opportunity

Application Instructions and Guidelines

OPPORTUNITY TIMELINE

March 28, 2023 | Application submission deadline

May 2023 | Award notifications

July 1, 2023 | Project period begins

June 30, 2024 | Project period ends

The funding period for successful applicants starts as soon as the California state budget is signed (typically July 1) and ends June 30 of the following year.

Projects are selected in the spring; however, awards cannot be made until the federal IMLS funding levels are confirmed and the California State budget has passed.

It takes approximately six to eight weeks following the State Library's receipt and approval of a complete claim form for project funds to be delivered.

TABLE OF CONTENTS

GLOSSARY AND KEY DEFINITIONS FOR LSTA GRANT APPLICATIONS

GLOSSARY

Co-Design
The process of designing programs and services together *with* community members, instead of making decisions *for* community members. Co-design enables library workers to build strong relationships with the community and empowers community members to take a lead in the design and implementation of library programs and services. Co-design democratizes the design of services by equalizing the power dynamics between multiple community assets, making everyone partners in the design of programs and services. Inviting a group of teens to be part of a library's Teen Advisory Board to co-develop, co-plan and co-implement library programs for teens in that community is an example of co-design. (Adapted from the "Our Philosophy" page of the VRtality website: https://www.vrtality.org/about/our-philosophy/.)

Community Aspirations
Shared hopes and ambitions directed toward achieving one or more goals in the community. Aspirations are often presented as a counterweight during discussions that may focus solely on "need" and/or "deficits."
(For more information about aspirations, see the Harwood Tools page on the California State Library website: https://www.library.ca.gov/services/to-libraries/harwood/tools/)

Community Needs
Needs are the gap between what is and what should be. A need can be identified by an individual, a group, or an entire community. At the community level, the question becomes: what does the community need from the library? The data that goes into that process is often complicated and layered, but at its core it is identifying a need that is within the service area of the library and identifying library activities and services that can be used to address that need.
(Adapted from the Community Tool Box, a service of the Center for Community Health and Development at the University of Kansas at https://ctb.ku.edu/en/table-of-contents/assessment/assessing-community-needs-and-resources/develop-a-plan/main and from "Know Your Neighborhood: A Community Needs Assessment Primer" by Lisa G. Kropp: https://www.slj.com/story/know-your-neighborhood-a-community-needs-assessment-primer)

Community of Practice
A community of practice is a group of people who share a common concern, a set of problems, or an interest in a topic, and who come together to fulfill both individual and group goals. Communities of practice meet regularly and often focus on sharing best practices and creating new knowledge to advance a domain of professional practice.
(Adapted from the Edmonton Regional Learning Consortium at: https://www.communityofpractice.ca/background/what-is-a-community-of-practice/)

Community Stakeholders
Community members and groups for whom the outcomes of library work are important. Community stakeholders include any individuals or groups, including end users, who see the library as valuable to solving community problems and addressing challenging issues related to the stakeholder's role in the community. A school district may be a community stakeholder for an early literacy project, for example, because early literacy affects the work of school districts.

Data-Driven Decision Making
Using facts, metrics, and other data and information to guide decisions relating to planning and implementing library programs and services.

Equity
Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources. (Adapted from Worcester State University, "Definitions of Diversity, Equity, and Inclusion," at https://www.worcester.edu/diversity-inclusion-equal-opportunity/definitions-of-diversity-equity-inclusion/)

Equity-Based Community Involvement
The practice of embedding equity at the center of all shared community programs, services, and efforts. Equity must be at the center of both the co-design process and program implementation, and not seen as an add-on.
(Adapted from: http://wec.wceruw.org/documents/Guide-Centering-Equity.pdf)

Library Development Services (LDS)
A Bureau of the California State Library. Library Development Services staff members administer state and federal grant programs for California's libraries; develop statewide programs and initiatives; collaborate with local, state, and federal agencies; support library partnerships and resource-sharing; and collect, analyze, and disseminate library statistics.

Library Workers
All levels of library staff, including library directors and leadership staff members, as well as paraprofessionals such as library pages.

Marginalized Populations and communities
Groups and communities that experience discrimination and exclusion (social, political and economic) because of unequal power relationships across economic, political, social and cultural dimensions. (Adapted from: https://nccdh.ca/glossary/entry/marginalized-populations#:~:text=Marginalized%20populations%20are%20groups%20and,political%2C%20social%20and%20cultural%20dimensions.)

Partners and Partnerships
Groups with which a library has a formal agreement to conduct shared work toward common goals. Not to be confused with community connections, which are groups with which a library has a *informal* agreement to conduct shared work toward common goals.

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. Activities accounting for at least 10 percent of the total amount of resources committed to the project must be included in your application.

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

Consultant
An individual providing professional expertise and advice that directly supports a project. A consultant might be involved in the implementation of one or more project activities, but their role does not include implementing a project as a whole.

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. Also includes individuals with whom awardees contract to support the implementation of a 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, for example, through a program or presentation, or through the act of lending or preservation. For LSTA, each type of Activity has specifically defined Modes.

Format
Formats are characteristics of a Mode. They provide further information about how an activity is delivered, created, or experienced, for example, in-person, virtual, or in-person-and-virtual as well as physical or digital.

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).

INTRODUCTION

This guide is intended to provide all the information you need to complete the application for California's 2023-2024 Library Services and Technology Act (LSTA) Local and Collaborative grant opportunities, including how to answer the questions you'll find in the State Library's grants management system.

Read this instruction guide carefully before you begin filling out the application. All the instructions are here because all the instructions need to be followed.

PURPOSE STATEMENT AND OVERVIEW OF THE OPPORTUNITY

The California State Library's LSTA grant opportunities:

- Support improvement, innovation, and experimentation in library services;
- Build capacity among the California library community in grant-writing and grant management; and
- Help California's local libraries develop services that effectively respond to community needs and align with community aspirations.

In accordance with the Museum and Library Services Act, California has a Five-Year State Plan for LSTA (2023-2027) which outlines the State Library's goals, objectives, and evaluation process for funding received from Institute of Museum and Library Services (IMLS). This plan is developed every five years with input from the library community. The priorities of this LSTA grant cycle are taken from the Five-Year Plan.

For the 2023-2024 Local and Collaborative grant opportunities, the State Library welcomes applications from eligible organizations for projects that:

- Align with the purposes of the Museum and Library Services Act of 2010
- Contribute to the achievement of Goal One in the California State Library's Five-Year State Plan for LSTA 2023-2027: *Strengthen the ability of California libraries to design equitable programs and services in collaboration with their local communities*.
- Include library programming activities or support the development of new library services.

Preference is given to projects that deliver programs and services directly to Californians.

To help expand the libraries and communities that benefit from LSTA funding, the State Library encourages applications from library jurisdictions and branches that have not received LSTA funding in the last five years, and collaborative groups of libraries representing a variety of regions, library sizes, and populations.

The State Library will consider projects that may take more than one year to implement fully. Descriptions of projects expected to extend more than one year must focus on activities that will take place in the fiscal year for which funds are being sought and must also include information that provides context about any previous and anticipated future years' activities. There are no guarantees of continued funding. Projects are funded one year at a time. Projects applying for continuation are evaluated in comparison with all other applications submitted within a given year.

This opportunity does not fund projects that focus solely on collection development or capacity building in libraries, or projects that are eligible to be funded through other State Library grant programs.

LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA)

[The Museum and Library Services Act of 2010](#) governs the support and development of museums and libraries nationally. Each year, the California State Library receives a LSTA grant from the IMLS 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.

LSTA ELIGIBILITY

LSTA funded projects must be submitted by an eligible organization and:

- Contribute to the achievement of the State Library's current LSTA Five-Year plan;
- Adhere to federal funding restrictions;
- Conform with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2CFS 200); and
- Comply with the Children's Internet Protection Act (CIPA) in order to purchase devices that can connect to and browse the internet.

Public libraries applying for funds must have completed:

- The most recent annual Public Libraries Survey.
- The State Library's Cultural Heritage Disaster Preparedness Survey within the last three years.

Applicants with a history of inadequate management of previous projects and delayed or incomplete reporting may be denied future awards until an improvement in administrative practice can be demonstrated.

LSTA funds are not used to support costs of ongoing library operations, which are considered a local responsibility.

ABOUT THE LOCAL AND COLLABORATIVE GRANT OPPORTUNITY

Local Grants

Local Grants support projects that focus on one library jurisdiction and can include projects focusing on one branch in one library jurisdiction.

- **Eligibility**:
  o The Local grant opportunity is open to California libraries. Libraries with up to 14 outlets may apply for one local grant; libraries with between 15 and 30 outlets may apply for two local grants; libraries with 31 or more outlets may apply for three local grants. Libraries applying for a local grant may also apply for a collaborative grant.
- **Award Amounts**:
  o Awards range from a minimum of $10,000 to a maximum of $100,000.
- **Community Connections**:
  o Applicants should have at least one community connection in place before submitting an application.
- **Project Partners**:
  Applicants requesting $75,000 or more should have at least one project partner, in addition to a community connection, before submitting an application.
- **Project Budgets and Expenditures**:
  o Applicants are expected to provide a local match in the form of a cash match and/or in-kind contribution.
  o All proposed expenditures, including those purchased with matching funds, must comply with federal restrictions on the use of LSTA grant funds.
  o Project funds can only be provided to and accepted by agencies that submit a successful application. Grant recipients may not "re- grant" or distribute LSTA funds to another agency.

Collaborative Grants

Collaborative Grants support projects that are implemented by three or more library jurisdictions.

- **Eligibility**:
  o The Collaborative grant opportunity is open to California libraries, library consortia, and library-focused non-profit organizations.
  o A library, library consortium, or library-focused non-profit may apply for, and participate in, up to two collaborative grant opportunities.
  o Libraries that apply for a collaborative grant may also apply for a local grant.
- **Application Criteria**:
  o Collaborative grant applications must include at least three California libraries. Submissions must be signed by representatives from all participating libraries. Collaborative applications may not be submitted speculatively on behalf of other agencies.
  Collaborative applications may be submitted by one lead agency or by multiple participating agencies (e.g. three partnering library jurisdictions). Agencies that apply separately for funds to support a joint project must:
  Connect with the State Library's LSTA Coordinator before submitting so that their submissions can be linked; Apply for no more than a combined total of $250,000.
- **Award Amounts**:

- o Awards range from a minimum of $50,000 to a maximum of $250,000. Requests are expected to align with the project's scope and anticipated impact.
- **Community Connections**:
  - o Applicants should have at least one community connection in place before submitting an application.
- **Project Partners**:
  - o Applicants requesting $75,000 or more should have at least one project partner, in addition to a community connection, before submitting an application.
- **Project Budgets and Expenditures**:
  - o Applicants are expected to provide a local match in the form of a cash match and/or in-kind contribution.
  - o All proposed expenditures, including those purchased with matching funds, must comply with federal restrictions on the use of LSTA grant funds.
  - o Project funds can only be provided to and accepted by agencies that submit a successful application. Grant recipients may not "re- grant" or distribute LSTA funds to another agency.

GOAL ONE OF THE FIVE-YEAR PLAN

All local and collaborative grant awards must help achieve Goal One of the State Library's Five-Year Plan for LSTA funds.

Goal One

Strengthen the ability of California libraries to design equitable programs and services in collaboration with their local communities

Objectives

- Increase library workers' knowledge of equity principles and practices.

  Equity is providing fair treatment, access, and opportunity for the advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented full participation from some individuals or groups. Improving equity involves increasing justice and fairness within the procedures and processes of institutions or systems, as well as in their distribution of resources.

- Develop and implement library practices to foster equity-based community involvement.
- Reduce barriers to service for underserved and marginalized populations

Success Indicators

- Library workers and their communities articulate a shared understanding and common language of equity principles and practices.
- Library workers engage in professional development activities that integrate learning with practice, embed co-design, focus on aligning goals with stakeholders, and use a targeted approach to services to guarantee all community members are served in ways that respond to specific challenges.
- Libraries engage in new or expanded partnerships and collaborations with community stakeholders and groups from targeted populations.
- Libraries remove barriers to service for marginalized populations.

SUPPORT FOR AWARDEES

Successful applicants will be assigned a library programs [consultant](#) and/or an equity advisor who will provide advice and support on project development during the project period.

Successful applicants will participate in a [community of practice](#) with other awardees whose projects are also designed to contribute to the achievement of Goal One in the Five-Year Plan. Participants will share successes and lessons learned, and receive support in reflecting on progress made and reporting on progress using a Likert scale provided by the State Library.

The State Library-funded California Libraries Learn (CALL) Academy will provide training aligned with goals and objectives in the Five-Year Plan.

Awardees will also be assigned a grant monitor to provide advice and support on program compliance and reporting during the project period.

APPLICATION INSTRUCTIONS

The tables below include:

- Information requested in the grant application;
- Guidance to help applicants provide the requested information;
- Guidance that reviewers will use when assessing the applications.

Reviewers will use the following scale to rate how well individual questions are answered:

- Yes, fully (3 points)
- Yes, adequately (2 points)
- Yes, but insufficiently (1 point)
- No (0 points)

Points assigned by reviewers are one part of a holistic grant review and are not the sole factor determining reviewers' decisions. Scores will also be used to inform the support provided to agencies that submit successful applications.

BASIC INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Project Title	The name of the proposed project.
Authorized Representative Information • Authorized Representative Prefix • Authorized Representative Name • Authorized Representative Title • Authorized Representative Business Phone Number (*Please use the format 123-456-7890* • Authorized Representative Email Address • Authorized Representative Street Address • Authorized Representative City • Authorized Representative State • Authorized Representative Zip Code • Nine-digit zip code *(Must be entered in the format 12345-6789)*	The Authorized Representative is the legally-designated representative of the applicant organization. The legally designated representative has the legal authority to enter into an agreement executing the agreement and is authorized to receive and expend funds in order to administer the proposed grant project. The individual designated in the application as the Authorized Representative will be responsible for signing any potential award materials requiring signature such as award agreement, payment claim forms, report forms and budget modification requests. The Authorized Representative must have signatory power within their organization. Please note this person may or may not be the same person identified in your Library Profile form in our online Grants Management System.
Project Coordinator Information • Project Coordinator Name • Project Coordinator Title • Project Coordinator Email Address	The Project Coordinator is the person who would manage the day-to-day activities of the proposed project, and who would serve as the primary point of contact with the State Library.

• Project Coordinator Business Phone Number *(Please use the format 123-456-7890*	
• Address must include 9-digit zip code	
California's LSTA Goal One **Strengthen the ability of California libraries to design equitable programs and services in collaboration with their local communities** All local and collaborative grant awards must help achieve Goal One of the State Library's Five-Year Plan for LSTA funds.	**OBJECTIVES:** • Increase library workers' knowledge of equity principles and practices. • Develop and implement library practices to foster equity-based community involvement. • Reduce barriers to service for underserved and marginalized populations **SUCCESS INDICATORS:** • Library workers and their communities articulate a shared understanding and common language of equity principles and practices. • Library workers engage in professional development activities that integrate learning with practice, embed co-design, focus on aligning goals with stakeholders, and use a targeted approach to services to guarantee all community members are served in ways that respond to specific challenges. • Libraries engage in new or expanded partnerships and collaborations with community stakeholders and groups from targeted populations. • Libraries remove barriers to service for marginalized populations.
Primary Audience(s) for Project • 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	Identify the audience(s) for this project. Select all that apply.

• Suburban Populations • Unemployed • Urban Populations • Young Adults and Teens	
Certification of Organization's Eligibility	Organizations applying for ***any*** LSTA opportunity must meet [the general guidelines for LSTA eligibility](#). The Local grant opportunity is open to California libraries. • Libraries with up to 14 outlets may apply for one local grant; libraries with between 15 and 30 outlets may apply for two local grants; libraries with 31 or more outlets may apply for three local grants. • Libraries applying for a local grant may also apply for a collaborative grant. The Collaborative grant opportunity is open to California libraries, library consortia, and library-focused non-profit organizations. • A library, library consortium, or library-focused non-profit may apply for, and participate in, up to two collaborative grant opportunities. • Libraries applying for a collaborative grant may also apply for a local grant.
Unique Entity Identifier (UEI)	Enter your organization's Unique Entity Identifier.
Employer Identification Number (EIN)	Enter your organization's Federal Employer Identification Number.

PROJECT INFORMATION

INFORMATION REQUESTED	GUIDE TO PROVIDING THE REQUESTED INFORMATION
Brief Abstract Provide a brief summary of your project including what you will do, for whom, and for what expected benefit. (Word limit: 60)	This statement may be used for publicity purposes. See Appendix E for an example.

Project Description
 	
Describe
   A. What you will do;
   B. How you will do it;
   C. What you aim to achieve;
   D. Why; and,
   E. For whom.
 	
(Word limit: 300)
	Provide a description that will enable the reader to understand the proposed project if they were to read only this response and no other portion of the application. The text should summarize your planned activities, describe the needs and aspirations your project responds to and how it contributes to Goal One in the State Library's Five-Year Plan. Also describe why the activities you propose will achieve your desired outcomes and goal, and connect to activities in the timeline and items in the budget.
	
	Organize your text in a readable format. Use subheadings as needed. See Appendix E for an example.
	
	Reviewers will consider the following:
	
	   - Is this a well thought-out, feasible project that:
	(a) is aligned with Goal One in the Five-Year Plan,
	(b) includes library programming activities or supports the development of new library services;
	(c) is of direct service to Californians; and
	(d) is likely to have an impact? - If the request is part of a multi-year project: Are the activities sufficient and complete in and of themselves if funding is not available in future years? Reviewers will respond to this item after reading the full application.

Agency Information Describe how the proposed project aligns with your agency's mission, values, strategic plan, goals, and/or other activities. (Word limit: 150)	Reviewers will consider the following: Does the project align with the agency's mission, values, strategic plan, goals, and/or other activities?

Multi-Year Project: Impact to Date If this project has been supported with LSTA funds in the past, describe the project's current status, any results, lessons learned, and impact to date, and why you are seeking additional funds. (Word limit: 300) If this is a new project, enter "N/A."	Reviewers will consider the following: • Are the project's status and any impact, lessons learned, or successes evident and well-supported, and does the applicant have a strong reason for seeking additional funds? • Strong reasons might include, but are not limited to, applying lessons learned, extending impactful projects to new audiences, building on successful projects with new innovations etc.
Multi-Year Project: Future Years If this project is expected to take more than one year to implement fully, please describe your plans for future years and how this year's activities contribute to your plans as a whole. (Word limit: 150) If this is a one-year project, enter "N/A."	Reviewers will consider the following: • Are the plans for future years well-thought out and feasible? • Will the activities proposed for the year for which funding is being sought contribute effectively to the project as a whole? • Please note: All project activities are limited to one year. Only activities proposed for the year for which a grant is sought can be funded. Future year activities are included by the applicant only as part of a description of plans for a broader project.
Community Needs, Aspirations, and Assets Response Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and how your project will respond to your stated community needs and aspirations. (Word limit: 300)	Include discussion of the needs, aspirations, and assets of the marginalized community(ies) that your project will focus on, and information about how and why this community(ies) is marginalized, the barriers they face in accessing library services, and how the project will help eliminate those barriers. Reviewers will consider the following: • Are community needs and aspirations evident and well-supported and does the applicant demonstrate that the project will respond to those needs and aspirations? • Does the applicant demonstrate how and why the targeted community(ies) is marginalized and demonstrate that the project will effectively contribute toward eliminating barriers to accessing library services faced by this community(ies)?
Equity-Based Community Involvement Describe how your project has been designed and will be implemented in collaboration with the marginalized community(ies) on which your	The State Library understands that this section of the application requests information and activities that may be new or unfamiliar to some applicants. Respond to the best of your abilities and reach out to State Library staff with any questions. Applicants' responses will determine the level of support that grantees will need from

project will focus and other members of your community. (Word limit: 300)	the State Library if a project is funded. Responses will not determine whether or not a project is funded.
	Provide information about how you will: I. Include co-design activities for library staff and communities to learn about local marginalized populations and develop a shared understanding and language of equity principles and practices. II. Engage staff in professional development activities that integrate equity-centered learning with practice. III. Include new or expanded partnerships and collaborations in which libraries engage with community stakeholders and groups from targeted populations. IV. Engage staff in understanding barriers to service for and with marginalized populations and in implementing strategies to remove barriers. The information provided should connect to your project description, activity descriptions, the project timeline, and the budget. Refer to Glossary for definitions of the terms included here and professional development opportunities available for awardees. Reviewers will consider the following: • Has the project been designed, and will it be implemented in collaboration with the community as described in the State Library's Five-Year Plan? • Does the applicant engage effectively with the marginalized community(ies) on which the project focuses? • Is the information consistent with other parts of the application, including the project description, activity descriptions, timeline, and budget?
Project Partners and Community Connections	Proposed projects must include partners or community connections. Please see About the Local and Collaborative Grant Section above for information about when a partner or a community connection is required. 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.

	A community connection is a cooperating institution or agency with which the applicant works 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.
	Reviewers will consider the following: Are the proposed partners and community connections appropriate to the project and will they contribute to the achievement of the project goals and objectives?
How many project partners are included in your project? Please describe formal partners. Attach to the application a copy of a signed agreement for each partner. Agreements should confirm the partner's role in the project and the resources the partner will contribute to the project.	For each project partner, include the organization name, provide a description of the resources the partner will contribute and how the partner will help to achieve the project's goals and objectives. Select the Organization Type and Legal Type from the following options: 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
How many community connections are included in your project? Please describe community connections. **Attach any letters of support to your application.**	For each community connection, include the organization name and briefly describe how the community connection will contribute to the project and help achieve the project goals.

Project Intent
 	
Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information
    o Improve users' formal education
    o Improve users' general knowledge and skills
Information Access: Improve access to information
    o Improve users' ability to discover information resources
    o Improve users' ability to obtain and/or use information resources
	The following is a list of project intents. Only one project intent may be selected and included in the application. Choose the project intent that most closely aligns with your project.

Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness
  o   Improve the library workforce
  o   Improve the library's physical and technological infrastructure
  o   Improve library operations
Economic & Employment Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses
  o   Improve users' ability to use resources and apply information for employment support
  o   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
  o   Improve users' ability to apply information that furthers their personal, family, or household finances
  o   Improve users' ability to apply information that furthers their personal or family health & wellness
  o   Improve users' ability to apply information that furthers their parenting and family skills
Civic Engagement
  o   Improve users' ability to participate in their community
  o Improve users' ability to participate in community conversations around topics of concern	

Anticipated Project Outputs List your anticipated project outputs. Include services to be provided and/or products to be created in this project as well as the approximate number of each.	Outputs are quantifiable measures of services and/or products to be created or provided. Be sure to include the number of people you anticipate will participate in and/or benefit from each activity, if applicable. Examples: Three training workshops will be held; 25 people will attend each workshop 15 story hours will be held 100 promotional bookmarks will be created and distributed

	150 individuals will be trained
	50 children and caregivers will have participated
	1,000 photographs will be digitized
	Five kits will be created and given to each branch
	Do the outputs connect to the project description, activities, and budget, and will they help to address the stated needs and aspirations and achieve the project goal and objectives?
Evaluation Plans Describe additional local plans, if any, for evaluating the impact of your project in response to your stated needs, beyond the framework provided by the State Library and IMLS (Word limit: 300)	The evaluation framework provided by the State Library and IMLS focuses on the Objectives and Success Indicators that have been established for Goal One of the State Library's Five-Year Plan and outcomes surveys developed by the IMLS. All awardees will be supported in achieving the Objectives and reflecting and reporting on the extent to which each of the Indicators are present in their project through a community of practice and one-to-one support from a library programs consultant and/or an equity advisor. Awardees will use questions and a rating scale provided by the State Library to frame and report on their progress at the start, middle, and end of the award period. Awardees who will implement projects that include instruction, content, and planning and evaluation activities may need to issue surveys provided by IMLS. Please see Appendix D for full information. The State Library encourages and supports grantees in developing additional local evaluation plans. However, additional local plans are not required.
Sustainability Response Should this project be successful, how will it be supported and sustained in the future? (Word limit: 150)	Reviewers will consider the following: Assuming the project is successful, is the plan for sustaining it well thought-out and feasible?

ACTIVITIES

List and enter information about every project activity that will require a significant commitment of project resources, including the location(s) where the activity will take place. Include every activity that is supported by 10 percent or more of the total project budget.

Activities are defined by IMLS as actions through which the intent or objectives of a project are accomplished. Activities are grouped into four activity types: 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 on:
- Classifying and describing the activities in your application; and
- When outcomes surveys must be issued during the project period.

Please reach out to the State Library if you have questions.

Reviewers will consider the following:

- Are the proposed activities consistent with the project description, evaluation plan, timeline, and budget?
- Are the proposed activities aligned with the stated community needs and aspirations?
- Will the activities enable the applicant to achieve the project goal and objectives?

ACTIVITY	MODE	DEFINITION	FORMAT
Instruction	Program*	Formal interaction and active user engagement (i.e. a computer class)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
	Presentation	Formal interaction and passive user engagement (i.e. an author talk)	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)

	Consultation	Informal interaction with an individual or group of individuals; the provision of expert advice or reference services to individuals, units or organizations.	In-person (carried out face-to-face) Virtual (mediated by a computer, computer network, or mobile device) Combined In-person & virtual (delivered both in-person and via a computer, computer networked, or mobile device) Other (describe)
Content	Acquisition **	Selecting, ordering, and receiving materials for library or archival collections by purchase, exchange, or gift, which may include budgeting and negotiating with outside agencies such as publishers and vendors. to obtain resources. May also include procuring software or hardware for the purposes of storing and/or retrieving information or enabling the act of experiencing, manipulating, or otherwise interacting with an information resource.	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. 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.]) Combined digital and physical.
	Creation **	Design or production of an information tool or resource such as digital objects, curricula, manuals). Includes digitization or the process of converting data to digital format for processing by a computer.	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. 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.])

			Combined digital and physical
	Description	Apply standardization descriptive information and/or apply such information in a standardized format to items or groups of items in a collection for the purposes of intellectual control, organization, and retrieval.	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. 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.]) Combined digital and physical
	Lending	Provision of a library's resources and collections through the circulation of materials, both general circulation and reserves. May also refer to the physical or electronic delivery of documents from a library collection to the residence or place of business of a library user, upon request.	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. 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.]) Combined digital and physical
	Preservation	Effort that extends the life or useful life of a living or non-living collection, the individual items or entities included in a collection, or a structure, building, or site by reducing the likelihood or speed of deterioration.	In-house Third party

Planning & Evaluation	Retrospective **	Effort that involves historical assessments of the condition of a project, program, service, operation, resource and/or user group	In-house Third party
	Prospective **	Effort that involves assessments of a future condition of a project, program, service, operation, resource, an/or user group.	In-house Third party
Procurement	No mode applicable	Acquiring or leasing facilities, purchasing equipment/supplies, hardware/software, or other materials (not content) that support general library infrastructure. **This activity can only be used for projects with an Institutional Capacity intent. It is rare that this activity type is applicable.**	N/A

*Outcomes survey(s) must be issued during project period.
**Outcomes survey(s) must be issued during the project period if beneficiary is library workforce.
See Appendix D: Outcome Survey Information for more information on outcomes surveys.

PROJECT TIMELINE

List your major project activities and when they will occur (The grant period starts July 1, 2023 and ends June 30, 2024).

The timeline is designed to capture the major project activities and when they begin and end. It must include all Project Activities listed in the application and connect to the Project Description. List activities in chronological order where applicable.

Reviewers will consider the following:
- Is the timeline realistic and feasible?
- Does the timeline include sufficient detail?
- Is the timeline consistent with the project description, activities, evaluation plan, and budget?

EXAMPLE PROJECT TIMELINE

Activity	Month Started	Month Ended
Grant award notification, acceptance to County Supervisors	July 2023	August 2023
Staff refresher on Harwood method, CALL Academy training on Appreciative Inquiry, State Library training on equity principles	July 2023	September 2023
Renew/begin partnership outreach to vocational rehab, workforce agencies and employment services, major employer HR departments; begin	July 2023	November 2023

working with workforce agencies to develop job-seeker groups to participate in project		
Library staff conversations at quarterly staff meeting	August 2023	August 2023
Community conversations with stakeholder groups and development of community knowledge reports and sharing	September 2023	December 2023
Co-development working group meetings	November 2023	March 2024
First library services planned, marketed, offered	December 2023	June 2024
Ongoing evaluation meetings with job seeker and employer representatives	April 2024	June 2024
Final reporting	June 2024	July 2024

BUDGET INFORMATION

Budget Form (Excel)   **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 the following:
- Staff time for participating in the Community of Practice and reflecting on your project's progress, successes, and lessons learned.
- Staff time and other resources for engaging community members, connecting your targeted audience with your project, and raising awareness of your project.
- Training for project staff to supplement any support provided by the State Library.
- (If you are purchasing items for your project) Labels or stickers with the IMLS acknowledgement statement printed on them to place on your purchases.

Reviewers will consider the following:
- Is the budget realistic and feasible?
- Does the budget include sufficient detail?
- Does the budget connect to the project description, activities, and evaluation plan?

Salaries/Wages/Benefits

Includes all salaries, wages, and fringe benefits paid to staff directly contributing to the project regardless of funding type (LSTA/Cash Match/In-kind). Descriptions must include position titles but not individual names. Refer to Appendix B for guidance on calculating Full Time Equivalent (FTE) for your project. FTE is the proportion of a full-time employee's time spent on the proposed project.

Consultant Fees

All expenses related to acquiring the services of a consultant for a specific activity within the project should be included in this category. Typically, consultants advise and are specialists in the specific area for which the advice is being provided. The Services category should be used to capture all other, non-consultation, services. 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.

Travel

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.)

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 _not_ subject to an awardee's local rates. Mileage reimbursement for all awarded LSTA grants cannot exceed the current state rate. The current mileage state rate can be located on the CalHR Travel Reimbursements webpage.

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: _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)._ 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: https://www.gsa.gov/travel/plan-book/per-diem-rates

Supplies/Materials

Supplies: 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 definition).

Materials: 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.

Equipment ($5,000 or more per unit)

Any single item valued at $5,000 or more per unit belongs in the Equipment category. Written approval from the IMLS Program Officer is required prior to the purchase of equipment over $5,000 per unit. Please note in order to comply with this federal requirement, the State Library will obtain approval from IMLS after funding for a project is approved, but before the award materials are sent out.

Requests <u>must</u> detail the proposed expenditure, list the goal in the current LSTA Five-Year Plan that the purchase supports, and describe how the purchase supports this goal.

Allowable items costing $4,999 or under are considered small equipment and should be included under Supplies/Materials.

Services

A note on eBooks:
eBook costs involve licensing and belong in Services. Time-bound metered eBook titles must be limited to the project period dates and cannot exceed the project end date. Any use of metered eBook titles needs to take place within the grant period. As stated above, if an awardee would like to purchase a license 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.

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. Federal 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. The State Library 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.[1]
- 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.

---

[1] More information can be found at: http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

- o Modified Total Direct Costs (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. Equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subcontract in excess of $25,000 is excluded.
  - o 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.
- Visit the Code of Federal Regulations for further information on those non-Federal entities described in [Appendix VII to Part 200 - States and Local Government and Indian Tribe Indirect Cost Proposals.](#)

Cash Match

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.

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.

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 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 awardees need from the State Library.

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. Reimbursement is subject to rate approval by the California State Library. **The mileage rate used cannot exceed the current state mileage rate**. See [Travel](#) in the Budget Information section of this document 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;
- Description and expertise of any consultants to be used;
- Travel policy

INTERNET CERTIFICATION AND SIGNATURE

The Institute of Museum and Library Services (IMLS) 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 it 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, the 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, such as software filtering technology, in place.

The State Library must collect certifications from libraries subject to CIPA that apply to the States for LSTA funding. Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain IMLS funding 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 LSTA.

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 LSTA. 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 select the appropriate option and 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 and upload the certificate and signature form into the grants management system before the application can be submitted. This form is found on the application opportunity page of the State Library's website.

PAYMENT INFORMATION

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

If an awardee's full award amount is more than $20,000, 10 percent of the grant award is 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 awards receiving funding over $20,000, a typical payment schedule is:

- 45 percent of award amount upon the awardee's acceptance and execution of the agreement, and the State Library's receipt and approval of a complete claim form.
- 45 percent of award amount following the State Library's review and approval of the awardee's first quarterly report (typically at the end of October) and the State Library's receipt and approval of a complete claim form.
- 10 percent of award amount following the submission of approved final reports, confirmation that all funds were expended, and the State Library's receipt and approval of a complete claim form.

Note:

Because of the processing time required by other state agencies, project funds will likely be received six to eight weeks following the State Library's receipt and approval of a complete claim form.

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: PURPOSES OF THE MUSEUM AND LIBRARY SERVICES ACT

The purposes and priorities outlined in the Library Services and Technology Act (LSTA) are reflected in the Five-Year Plans submitted by each State Library Administrative Agency (SLAA) and in the over 1,500 annual projects that are supported through the Grants to States program.

Purpose of LSTA (20 U.S.C. § 9121)

- Enhance coordination among Federal programs that relate to library, education, and information services;
- Promote continuous improvement in library services in all types of libraries in order to better serve the people of the United States;
- Facilitate access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry;
- Encourage resource sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public;
- Promote literacy, education, and lifelong learning, including by building learning partnerships with school libraries in our Nation's schools, including tribal schools, and developing resources, capabilities, and programs in support of State, tribal, and local efforts to offer a well-rounded educational experience to all students;
- Enable libraries to develop services that meet the needs of communities throughout the Nation, including people of diverse geographic, cultural, and socioeconomic backgrounds, individuals with disabilities, residents of rural and urban areas, Native Americans, military families, veterans, and caregivers;
- Enable libraries to serve as anchor institutions to support community revitalization through enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, economic and business development, critical thinking skills, health information, digital literacy skills, financial literacy and other types of literacy skills, and new and emerging technology;
- Enhance the skills of the current library workforce and recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
- Ensure the preservation of knowledge and library collections in all formats and enable libraries to serve their communities during disasters;
- Enhance the role of libraries within the information infrastructure of the United States in order to support research, education, and innovation;
- Promote library services that provide users with access to information through national, State, local, regional, and international collaborations and networks; and
- Encourage, support, and disseminate model programs of library and museum collaboration.

Grants to States (20 U.S.C. § 9141)

- Expand services for learning and access to information and educational resources in a variety of formats (including new and emerging technology), in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development, economic and business development, health information, critical thinking skills, digital literacy skills, and financial literacy and other types of literacy skills;
- Establish or enhance electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services;

- (A) Provide training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and (B) Enhance efforts to recruit future professionals, including those from diverse and underrepresented backgrounds, to the field of library and information services;
- Develop public and private partnerships with other agencies, tribes, and community-based organizations;
- Target 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;
- Target 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;
- Develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- Carry out other activities consistent with the purposes set forth in 20 U.S.C. § 9121, as described in the State library administrative agency's plan.

Learn more about the [Grants to States](#) program.

APPENDIX B: REGISTRATION REQUIREMENTS – UNIQUE ENTITY IDENTIFIER (UEI)

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.

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 replaced the D-U-N-S® Number in April of 2022 and is assigned by, the System for Award Management (SAM). **Starting on April 4, 2022, the UEI became mandatory and the D-U-N-S® Number is longer be accepted.**

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 C: RESTRICTIONS ON THE USE OF LSTA GRANT FUNDS

To clarify some of the more commonly occurring questions regarding how L 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 the LSTA Coordinator at LSTAGrants@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 Expenses
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: OUTCOME SURVEY INFORMATION

Activity Outcomes

When To Survey Participants in a Grants to States Project

		Beneficiary	
		Library Workforce	General Public
Activity	Instruction	Yes if mode is Program	Yes if mode is Program
	Content	Yes if mode is Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Awardees that implement the following types of activities are r**equired to gather and submit outcomes data** using survey questions provided by IMLS:

- Instruction activities delivered as programs for the benefit of the library workforce or for the general public.
- Content acquisition or creation activities for the benefit of the library workforce.
- Planning and evaluation activities for the benefit of the library workforce.

The State Library is required to submit this reported outcomes data to IMLS.

Survey questions for each of these activities will be included in the grant guide. Awardees are responsible for collecting, organizing, and storing their data locally, and must report their survey data in their final narrative report to the State Library.

Awardees should connect with their assigned consultant or advisor to confirm when and how they will issue surveys and with any questions relating to the survey requirement.

APPENDIX E: PROJECT DESCRIPTION & BRIEF ABSTRACT WRITING EXAMPLES

Brief Abstract

The Vineland County Library District will work with employers, the Vineland Adult Education Consortium, workforce groups, and local residents enrolled in vocational rehabilitation and employment development programs to develop employment training programs to address gaps in education-, foodservice-, and technology-related employment in the public and private sectors. This project will help community members develop careers and support local employers.

Project Description

The Vineland County Library District will work with local employers, the Vineland Adult Education Consortium, local workforce groups, and local residents enrolled in vocational rehabilitation and employment development programs to develop employment training programs to address gaps in education-, foodservice-, and technology-related employment in the public and private sectors. Vineland County employers struggle to find entry-level workers for the regional elementary school districts, and businesses report challenges in hiring tech-savvy workers for manufacturing and administrative roles. The Library offers a technology instruction lab that is open seven days a week. The Library will accomplish this goal by convening groups of local residents from vocational rehab and one-stop centers and conducting conversations about interests, needs, and gaps in services, and using this community knowledge to inform conversations with partners and invite participants to co-create solutions.

The Library aims to achieve workable solutions to worker and employee needs in the region, such as by offering flexible training and testing for ServSafe food handler and manager jobs, specific training to help applicants understand and build skills for the government and school district employee hiring and examination process, and self- and staff-guided community training on technology skills. The Library and community partners receive frequent requests for related training and preparation services by job hunters but do not have a coordinated, collaborative solution. Vineland County struggles with filling jobs in the specific sectors of restaurants, public schools, and technology jobs in government and manufacturing.

The project serves local job seekers, employers, workforce development agencies, and higher education by helping to co-create a streamlined training model.

Equity-Based Community Involvement

Vineland County faces two challenges: residents lack the skills they need to gain employment, and employers lack qualified applicants. This project works with library staff, employers, and agencies and involves job seekers in an equity-focused design process focused on the training that will help them find successful jobs and careers. The voices of job seekers are at the core of this project, and by involving them in the project from the start, the project developers hope that local employers, workforce agencies, and library staff will develop a shared understanding of the challenges faced by prospective job applicants.

Library staff will receive training in community partnerships, appreciative inquiry, and equity-based community involvement practices in the first three months of the project, and community partners will be invited to join in training. The library itself intends to expand partnerships, not just with the under- and un-employed but with employers, workforce agencies, vocational rehabilitation, and community business groups. Community conversations will be conducted by bilingual staff and

volunteers in English, Spanish, and Vietnamese. The topics of barriers to service and trusted agents will be a key part of the discussion, and staff will include the following Harwood-practice questions in discussions: What do you think is keeping us from making the progress we want? When you think about what we've talked about, what are the kinds of things that could be done that would make a difference? Thinking back over the conversation, what groups or individuals would you trust to take action on these things? The staff team working on this grant will also meet with literacy and front-desk staff during a quarterly staff meeting to discuss findings from the community conversations and any barriers to service they have seen. Project activities, timeline, and budgets include staff training time, community meetings, development and implementation of public training programs, and funds for materials.

APPENDIX F: CHILDREN'S INTERNET PROTECTION ACT (CIPA) COMPLIANCE

Internet Certification and Signature - IMLS 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 it 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 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 LSTA.

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 LSTA. 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 G: 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