

PROGRAM SOLICITATION
for a Cooperative Agreement to

**Develop and Host the 2010 and 2011 WebWise Conferences
In Cooperation with the Institute of Museum and Library Services**

DEADLINE FOR APPLICATIONS: June 19, 2009

Proposals in response to this solicitation will be submitted through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications submitted on or before **June 19, 2009**.

All applicants must register with Grants.gov before submitting their applications. The multi-step registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete the registration process. Step-by-step instructions for registering and submitting applications through Grants.gov are available at www.grants.gov/GetStarted. Note that extra time should be allowed for validation of applications by Grants.gov following submission. Applicants who have problems registering, or submitting their applications, should call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov customer service hours are 7:00 AM to 9:00 PM eastern time, Monday through Friday.

Applicants will need to locate the IMLS WebWise application package at www.grants.gov. **The Funding Opportunity Number is WEBWISE-FY09**

For information about this solicitation, please contact:

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Institute of Museum and Library Services
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Washington, DC 20036-5802
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TTY (for hearing-impaired persons): Call 202/653-4614.

IMLS will provide visually impaired or learning-disabled persons with an audio recording of this publication or any other grant publication on request.

IMLS programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, write to the Civil Rights Officer,

Institute of Museum and Library Services, 1800 M Street, NW, 9th Floor,
Washington, DC 20036-5802.

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The Institute of Museum and Library Services

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation’s 123,000 libraries and 17,500 museums. Its mission is to grow and sustain a “Nation of Learners,” because lifelong learning is essential to a democratic society and individual success. Through its grant making, convenings, research, and publications, the Institute empowers museums and libraries nationwide to provide leadership and services. IMLS supports all types of museums, from art and history to science and zoos, and all types of libraries and archives, from public and academic to research and school. IMLS encourages collaboration and partnership between and among libraries and museums to maximize their impact and magnify the use of their resources. A primary focus of IMLS programs is the development of technological and digital resources and linkages among and between libraries and museums.

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Introduction

The rapid pace of technological change today poses many challenges for libraries and museums as they strive to meet the rising expectations of audiences and utilize new technologies to enhance services and develop new programs. In this solicitation IMLS invites proposals for a cooperative agreement to develop and host the 2010 and 2011 WebWise Conference on Libraries and Museums in the Digital World. The WebWise Conference highlights exemplary projects to improve library and museum services using technology. It brings together library and museum professionals from across the country, as well as nationally-recognized experts in technology from a variety of disciplines to discuss issues of mutual concern. The WebWise Conference showcases the impact of federal funding in developing models and best practices and provides input to IMLS from presenters and attendees. A goal of IMLS in supporting the conference, and in seeking a cooperating organization to assist in developing the program, is to build the capacity of museums and libraries to serve their communities through the innovative application of new technologies and to encourage broad geographic participation and input. To achieve this goal, IMLS seeks to offer the 2010 conference in the central US (Central or Mountain time zones). The 2011 conference is prospectively planned for Washington, DC. The award will be for up to a two-year period, with the second year of funding subject to: successful completion of the 2010 conference, availability of federal funds, a decision by IMLS to proceed, and written notice from IMLS to the Cooperator to so proceed.

I.B. Background

IMLS has supported the WebWise Conference since 2000. Cooperating organizations have included the University of Missouri at Columbia, Johns Hopkins University, the University of Illinois at Chicago, and OCLC, Inc. (in partnership with the J. Paul Getty Trust), and The Wolfsonian-Florida International University.

The conference themes and locations have been:

2000	Washington, DC	Libraries and Museums in the Digital World
2001	Washington, DC	The Digital Divide
2002	Baltimore, MD	Building Digital Communities
2003	Washington, DC	Sustaining Digital Resources

2004	Chicago, IL	Sharing Digital Resources
2005	Washington, DC	Teaching and Learning with Digital Resources
2006	Los Angeles, CA	Inspiring Discovery, Unlocking Collections
2007	Washington, DC	Stewardship in the Digital Age: Managing Museum and Library Collections for Preservation and Use
2008	Miami Beach, FL	Web 2.0: The Power of Community
2009	Washington, DC	Digital Debates

I.C. Dates

The WebWise Conference dates will be scheduled between February and May, 2010, and between February and May, 2011. Preferred dates are mid-February to mid-March. The WebWise Conference dates must avoid conflicting with the dates of other major library and museum meetings.

I.D. Themes

The conference themes and programs, including speakers and agendas, for each year will be selected and planned by IMLS in collaboration with the award recipient (“Cooperator”). Applicants may suggest potential themes and programs in their proposals. IMLS particularly wishes to build on the success of past WebWise conferences, focus attention on the role of libraries and museums in developing 21st century skills, and promote the participation of individuals and cultural heritage institutions in a rapidly evolving networked world.

Applicants should discuss the reasons for their interest in partnering with IMLS to co-host the WebWise Conference and their suitability for serving in this capacity. Applicants should discuss their relationship to the library and/or museum communities and should demonstrate an understanding of the technology issues currently facing libraries and museums. Applications that include partnerships of museums and libraries are encouraged; note, however, that the lead applicant has overall responsibility for administering the award.

I.E. Statement of Work

The Institute of Museum and Library Services (IMLS) invites proposals to develop and host the 2010 and 2011 WebWise Conferences. The Cooperator will make the conferences available at no charge to invited participants. The Cooperator’s staff will work closely with IMLS while developing the 2010 and

2011 conferences. The Cooperator will also arrange for meeting logistics, preferably utilizing the services of an experienced meeting planner. The Cooperator must ensure that the solicitation and award of any subcontracts under this award must comply with its own institutional policies and procedures as well as applicable cost, administration, and related regulations.

The Cooperator will be responsible for developing and hosting the following meetings in 2010 and 2011:

- **Main Conference** The main conference includes an Opening Reception, one full day of presentations and demonstrations, and one concluding half-day of presentations and discussion. IMLS has found that the ideal days of the week are Sunday-Tuesday or Wednesday-Friday. At least 350 participants are expected for the main conference, drawn from all sectors of the library and museum communities nationwide, and including educators, systems scientists, and other related professionals. Some international participants may be expected. No registration fees will be charged. The budget for the Main Conference should include the Opening Reception on the evening prior to the first day of the conference (for which federal funds may NOT be used), a working lunch for participants on the first day of the conference, and a working continental breakfast for both days of the conference. Travel and lodging expenses for up to 18 speakers and 12 project demonstrators will be covered for the entire main conference, excluding pre-conferences.
- **Pre-Conference Workshops** In addition to the main conference, it is anticipated that one or two half-day pre-conference workshops may be offered on the day prior to the opening of the main conference. The budget for the Pre-Conference Workshops should include a working continental breakfast for participants in the morning pre-conference and a working lunch for participants who register for both the morning and afternoon pre-conferences, if two pre-conferences are offered. Travel and lodging expenses for up to 12 pre-conference workshop instructors will be covered for the entire conference, including the pre-conference workshops.

It will be the responsibility of the Cooperator, in consultation with IMLS, to:

- Work collaboratively with IMLS in developing the conference themes, speakers and agenda. IMLS will approve the final agenda.
- Seek additional partners to provide individuals to serve on program and/or local arrangements committees and to contribute additional conference support as appropriate.
- Provide a conference coordinator as IMLS liaison with responsibility for scheduling planning conferences and ensuring that deadlines are met (coordinator's time may be contributed as institutional cost-share or may be

paid from awarded funds, provided the applicant explains how the regular duties of a full-time professional staff member serving as coordinator will be covered during the award period).

- In consultation with IMLS, select conference dates based upon hotel availability and other factors as appropriate, including avoiding conflicts with other major library and museum meetings.
- Arrange for conference hotel to provide meeting rooms for all sessions of the 2010 and 2011 WebWise Conferences and sleeping rooms at best-available rates for all participants requiring accommodations, as well as audiovisual support for sessions and catering for registered participants.
- Organize and host the Opening Reception, including provision of transportation to and from the conference hotel to the reception as required (note that federal funds may not be used for this activity).
- Coordinate all logistics with the conference hotel.
- Publicize and promote the conference to appropriate library and museum organizations and associations.
- Create and maintain a conference Web-site including information about the conference themes, speakers, agenda and on-line registration.
- Coordinate communication with IMLS, speakers and participants.
- Arrange travel and pay expenses for speakers at best-available rates (estimated 18 speakers and 12 project demonstrators for main conference; estimated 12 pre-conference workshop instructors).
- Facilitate speakers' presentations at the conference, including obtaining and pre-loading speakers' PowerPoint (or comparable) presentations and handout materials for dissemination to participants, obtaining speakers' permissions for all dissemination media.
- Print program brochures using a quality color offset printing facility; copy and design to be developed in collaboration with IMLS.
- Prepare participant notebooks including speaker handouts.
- Arrange for the conference to be videorecorded for dissemination as live Webcast. Audio and video should be recorded, edited, and delivered to IMLS in formats suitable for dissemination after the conference by the following methods: downloadable/streaming video files or web-enabled PowerPoint (or comparable) presentations synchronized with audio. Prepared files should be

delivered to IMLS within one month following the conference for posting on the IMLS web site.

- Arrange for any other conference dissemination or communications via Web 2.0 or related media.
- Prepare a written summary of proceedings of pre-conferences and main conferences for publication via print and/or Web.
- Arrange for printing of up to 2,000 copies of a 15 to 20 page summary of proceedings using a quality color offset printing facility; copy and design to be developed in collaboration with IMLS.
- In consultation with IMLS, prepare all conference signage, participant roster and participant name badges.
- Distribute, collect, and analyze conference evaluation forms completed by participants, preferably online (instrument to be developed with IMLS).
- Monitor expenditures to ensure that all are within budget and appropriate; pay incurred expenses upon IMLS approval of invoices.

I.F. Estimated Timeline (2010 Conference)

<u>Date</u>	<u>Task</u>	<u>Responsibility</u>
July 30, 2009	Cooperative Agreement Awarded	IMLS
September 1	Task List Developed	Cooperator/IMLS
October 1	Draft Agenda Developed	Cooperator/IMLS
November 1	Hotel/Meeting Contracts Awarded	Cooperator
December 1	Conference Website and Online Registration Posted	Cooperator
January 15	Advance Publicity Completed	Cooperator/IMLS

Please note that the dates of the 2011 conference will be determined by the Cooperator in consultation with IMLS, subject to: successful completion of the 2010 conference, availability of federal funds, a decision by IMLS to proceed, and written notice from IMLS to the Cooperator to so proceed.

SECTION II. ELIGIBILITY INFORMATION

All types of libraries, except federal and for-profit libraries, and all types of public and nonprofit museums are eligible. Eligible libraries include public, school, academic, special, private, archives, library agencies, and library consortia. Research libraries that are not part of a university or college are eligible, if they provide public access to services and materials suitable for scholarly research and not otherwise available to the public.

Eligible museums include aquariums, arboreta and botanical gardens, art museums, youth museums, general museums, historic houses and sites, history museums, nature centers, natural history and anthropology museums, planetariums, science and technology centers, specialized museums, zoological parks, and museum consortia. Federally operated and for-profit museums may not apply for IMLS funds.

Institutions of higher education, including public and not-for-profit universities and colleges, are eligible. Graduate schools of library and information science and museum studies may apply as part of an institution of higher learning.

In addition, professional associations serving the museum or library field are eligible.

SECTION III. AWARD INFORMATION

III.A. IMLS anticipates awarding only one (1) Cooperative Agreement.

III.B. Awards under this program will be up to \$600,000. No cost sharing is required, but cost sharing will be considered as an evaluation factor.

III.C. The award will be for a maximum of two (2) years from date of award. Funding for the 2011 conference is subject to: successful completion of the 2010 conference, availability of federal funds, a decision by IMLS to proceed, and written notice from IMLS to the Cooperator to so proceed.

III.D. The estimated award date is July 30, 2009. IMLS will notify all applicants of final decisions. No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded.

III.E. IMLS will work closely with the recipient of the Cooperative Agreement to identify themes, speakers, and agendas for the 2010 and 2011 conferences. IMLS will also consult with the recipient of the Cooperative

Agreement on other matters and activities set forth in the Statement of Work in Section I.E.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

IV.A. The application package is downloaded from Grants.gov. Electronic application packages are obtained directly from www.Grants.gov. Organizations applying through Grants.gov will need to locate the WebWise RFP package on the site. To locate the package:

1. Go to www.Grants.gov to obtain the electronic application package for the WebWise RFP.
2. In the left-hand column, click on “Apply for Grants,” then click on “Download a Grant Application Package and Instructions.” Under “Find,” click “Download Grant Application Packages.”
3. This will take applicants to the “Download Application Package” screen. On this screen, enter one of the numbers found in the box below to locate the Web Wise RFP application package and click on “Download Package.” Applicants will need to know the following to locate the package:

CFDA No: 45.313 Funding Opportunity Number: WEBWISE-FY09

4. When an applicant starts to download an application, two items need to be downloaded:
 - Application Instructions— This package contains the grant application guidelines (which include instructions for completing the application) and the IMLS forms for budget, program information, and any others related to this specific program.
 - Application Package— This package has the face sheet (SF-424s, “Application for Federal Domestic Assistance/Short Organizational Form”) and the Attachments form.

Applicants need to download both of these packages to have all of the materials and forms necessary to complete the application.

Information about completing and attaching forms and other documents in the Grants.gov application can be found at:

http://www.imls.gov/applicants/grants/pdf/L21_2009.pdf, pages 21-25.

IV.B. Proposals in response to this solicitation must be submitted on or before **June 19, 2009**.

For information about this solicitation, please contact:

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IV.C. Any proposal received after the time specified for receipt will not be considered unless (1) it is the only proposal received, or (2) it offers significant cost or technical advantage, and it is received before an award determination has been made.

IV.D. In order to streamline and simplify the management of federal financial assistance, the Office of Management and Budget (OMB) has directed that all federal agencies require applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. This number is required for registration at Grants.gov.

IV.E. Format

All attachments must be formatted as pdf files. No other format will be accepted. The application narrative must be no more than ten pages, and must address the proposal Evaluation Criteria listed in Section V in the order presented there, with each response numbered, and must:

- Be addressed in the order presented, and must be identified using headings, bold type, or a list of references to page or section numbers to guide reviewers in their evaluation.
- Provide sufficient information for reviewers to evaluate all Evaluation Criteria.
- Conform to the space limits of ten single-spaced, one-sided pages.
- Use 8.5 by 11 inch format.
- Leave a margin of at least 0.5 inch on all sides.
- Have each page numbered.
- Use a sans-serif, 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications will not be accepted.

IV.F. Content

Proposals in response to the solicitation shall include:

--A Face Sheet (also referred to as SF-424S). Instructions on how to complete the Face Sheet can be found at

http://www.imls.gov/applicants/grants/pdf/L21_2009.pdf, pages 26-27.

--A Narrative that includes:

- A project design covering all elements and activities listed in the Statement of Work in Section I.E.
- A publicity plan demonstrating sufficient resources and knowledge to publicize the conference widely to likely participants.

--A proposed Task List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Task List must correspond to the activities described in the Narrative. It must include each major activity for which direct costs are requested from IMLS. It must indicate milestones for completion of each major project activity and show how award funds are to be spent over the course of the project.

--Budget

The proposal must include a Detailed Budget for the proposed project, a Summary Budget, and a Budget Justification that explains the elements of the Detailed Budget. Instructions on how to complete the Budget forms can be found at http://www.imls.gov/applicants/grants/pdf/L21_2009.pdf, pages 32-34.

Note that the line item for student support on the form will not apply to this solicitation. Applicants may create their own budget forms as long as all items of information included in the forms are included.

- Only costs attributable to achieving specific project activities should be included in the budget.
- The Detailed Budget should identify whether support is requested from IMLS or is contributed. All of the items listed, whether supported by award funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the award period.
- For services to be outsourced, the applicant should, whenever possible, provide detailed bids and justification of how the proposed contractor was selected.
- The Budget Justification should explain all elements of the Detailed Budget. For example, the Budget Justification should explain the role that each person listed in the project budget will play, and should justify all proposed equipment, supplies, travel, services and other expenses.
- Resumes or curriculum vitae of no more than two pages each for all key personnel must be included.
- Partnership statements, if applicable.

SECTION V. APPLICATION REVIEW INFORMATION

V.A. IMLS will determine whether applicants are eligible and whether an application is complete.

V.B. All eligible and complete proposals will be competitively reviewed. The evaluation will be based on the following **Evaluation Criteria:**

V.B.1. Project design

- Extent to which the project defines the activities and services that will address the need.
- Extent to which the proposal reflects an understanding of technology as it relates to libraries and museums and to current needs of the field.
- Extent to which the project reflects an understanding of general planning issues related to professional library and museum conferences.
- Extent to which the project reflects an understanding of and experience in the design, delivery, and management of such efforts.

V.B.2. Project resources: time; budget; personnel; management plan

- Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives.
- Evidence of ability to develop, deliver, and manage the project.
- Evidence that the project activities will be effectively completed, that the applicants are capable of carrying out the project to its successful conclusion through the use and management of resources including money, facilities, equipment, and supplies, and that financial management will be sound.
- Evidence that the project personnel are qualified to accomplish project goals and activities.
- Extent to which personnel commit adequate time to manage and implement the project activities.
- Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses.

V.B.3. Publicity Plan

- Evidence that applicant has sufficient resources and knowledge to publicize the conference widely to likely participants.
- Evidence that a variety of appropriate media will be used to communicate information about the conference to likely participants.

SECTION VI. AWARD ADMINISTRATION INFORMATION

VI.A. Cooperative Agreement

The instrument that will be awarded as a result of this Program Solicitation is a Cooperative Agreement, as defined by the Federal Grant and Cooperative Agreement Act of 1977, Public Law 95-224. A Cooperative Agreement is a cost reimbursement instrument. No fee of profit (or other increment above allowable cost) is allowed. The Cooperator and its subrecipient(s) shall follow applicable IMLS regulations (set forth in 45 C.F.R. Chapter XI) as well as applicable governmentwide regulations and circulars regarding administration, cost principles, and related matters.

VI.B. Terms and Conditions

Institute of Museum and Library Services Cooperative Agreements are subject to the General Terms and Conditions for IMLS Discretionary Awards (see http://www.ims.gov/pdf/GTC_0309.pdf)

Except as otherwise stated in this Program Solicitation, all terms and conditions of IMLS Laura Bush 21st Century Librarian Program 2009 guidelines will apply (see guidelines at http://www.ims.gov/applicants/grants/pdf/L21_2009.pdf, pages 39-44.

VI.C. Assurances and Certifications

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" form (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative must review the statement and provide the certification in item 9 on the Application for Federal Domestic Assistance/Short Organizational Form (SF-424s).

Assurances Statement

By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations, which are found in 45 C.F.R. Chapter XI. These assurances are given in connection

with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

Certifications Required of All Applicants

Financial, Administrative, and Legal Accountability

The authorized representative, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of applicable regulations and OMB Circulars.

Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

Debarment and Suspension

The applicant shall comply with 2 C.F.R. Part 3185. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) are presently excluded or disqualified;
- (b) have been convicted within the preceding three years of any of the offenses listed in 2 CFR § 180.800(a) or had a civil judgment rendered against it or them 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 § 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 applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 C.F.R. Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

Nondiscrimination

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs; and
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: 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 its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application or upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000)

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

- (a) no federal appropriated funds have been paid or will be paid by or on behalf of the authorized representative to any person for influencing or attempting to influence an officer or employee of 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 a federal grant, the making of a 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) for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and
- (c) the authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

General Certification

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services).

Certifications Required of Some Applicants

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Subcontracts

Certain grantees may not make subgrants (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services] section

1180.55). Applicants who plan to use awards to fund contracts and subcontracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

Native American Human Remains and Associated Funerary Objects

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties

The authorized representative, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

Environmental Protections

The authorized representative, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

- (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and E.O. 11514;
- (b) notification of violating facilities pursuant to E.O. 11738;
- (c) protection of wetlands pursuant to E.O. 11990, as amended by E.O. 12608;
- (d) evaluation of flood hazards in floodplains in accordance with E.O. 11988, as amended;
- (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972, as amended (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 (42 U.S.C. § 300f et seq.); and
- (h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531–1543).

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C.

§ 1271 et seq.), related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), 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.

Research on Human and Animal Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorized representative, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, 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.



For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call 202/653-IMLS (4657).

VI.D. Reporting

It will be the responsibility of the recipient to file required reports. Interim narrative performance reports must be submitted within 30 days after the end of each six-month period for the duration of the award, except for the final six months (when final reports will be submitted within 90 days after the end of the grant period).

An annual financial status report must be submitted within 30 days after the end of the first year of the project, unless the award is for a one-year project. For one-year projects, only a final financial status report is required.

Final performance and final financial status reports must be submitted within 90 days of the close of the project period. Interim and final financial status reports must be submitted on the required form [(SF 425 Federal Financial Report Form)].

Failure to comply with the reporting requirements may result in the loss of current or future funding from IMLS.

SECTION VII. AGENCY CONTACTS

For information on this solicitation, write or call:

Kevin Cherry, Senior Program Officer
Office of Library Services
Institute of Museum and Library Services
1800 M Street NW, 9th Floor
Washington, DC 20036-5802

Telephone: (202) 653- 4662

E-mail: kcherry@imls.gov

SECTION VIII. OTHER INFORMATION

Rejection and Award

IMLS reserves the right to reject any or all proposals.