

PROGRAM SOLICITATION

for a Cooperative Agreement to

Construct a Framework for Communities to Use in Fostering Digitally Inclusive Communities in Cooperation with the **Institute of Museum and Library Services**

Issued by the

Institute of Museum and Library Services

Office of Library Services

1800 M Street NW, 9th Floor

Washington, DC 20036-5802

DEADLINE FOR APPLICATIONS: August 30, 2010

The Cooperative Agreement is subject to the availability of funds, a decision by IMLS to proceed, and written notice from IMLS to the awardee to proceed. The Cooperative Agreement is also subject to fiscal requirements that may be imposed by Continuing Resolutions and other conditions.

Anticipated Award amount: Up to \$150,000. IMLS funding for Fiscal Year 2011, and beyond, has not been appropriated nor is there any assurance that such funding will be appropriated.

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 11:59 p.m. Eastern time on **August 30, 2010**.

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 24 hours a day, 7 days a week.

Applicants will need to locate the IMLS application package at www.grants.gov. **The Funding Opportunity Number is FDI-2010.**

For information about this solicitation, please contact:

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The Institute of Museum and Library Services

The Institute of Museum and Library Services is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. The Institute's mission is to create strong libraries and museums that connect people to information and ideas. The Institute works at the national level and in coordination with state and local organizations to sustain heritage, culture, and knowledge; enhance learning and innovation; and support professional development.

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Introduction

Over the past twenty-five years, technology and the Internet have revolutionized the ways that individuals and institutions communicate, learn, shop, work, deliver and share knowledge. The Internet has evolved from consisting of simple, static web pages to hosting sophisticated applications. Content is increasingly multimedia and interactive. Web forms and services appear simple but are deceptively resource-intensive. Digital TV multicasting, streaming video and the ever-burgeoning volume of user-generated content all have resulted in a growing demand for bandwidth. Distance education enables individuals to take classes and degrees from far-off universities. Advanced videoconferencing is now called telepresence because it makes it possible for people in different locations to interact as if they were in the same room.

The underlying infrastructure that enables these applications is broadband. Internet connections are not created equal because technology has outgrown dial-up connectivity. The National Broadband Plan (“NBP”) released in March 2010 presents a vision of pervasive and affordable broadband that is essential if every American is to have an equal opportunity to engage in the educational, economic, and social life of the Nation. Recommendation 9.3 of the NBP instructs the Institute of Museum and Library Services (“IMLS”) to “develop guidelines for public access technology based on populations served and organization size. These guidelines would help libraries and CBOs (community-based organizations) assess their needs for public access workstations, portable devices and bandwidth. IMLS should work with these organizations to develop guidelines and review them annually to reflect changing technology and practices.”

IMLS is committed to helping communities and the libraries and community-based organizations that serve them develop their capacity to foster digital literacy and inclusion. A critical component of developing guidelines that are consistent with the NBP is an understanding of the context in which they are to function. In a sense, a community represents the demand-side of the equation and its organizations the supply-side. When the two sides operate in concert then the vision of having a digitally inclusive community can be realized.

IMLS is seeking a cooperator to develop a framework that identifies the overarching principles as well as the elements or key characteristics of organizations and communities that foster digital inclusion. IMLS anticipates that future work, which may be supported by IMLS and/or other partners, will use the framework as a solid foundation to develop actionable benchmarks, evaluation tools, or performance measures that will guide funding and policy decisions that build the capacity of libraries and community-based organizations to support the development of digitally inclusive communities. The ultimate purpose of this work is to provide resource allocators and policy makers with the tools they need to build the capacity of public libraries and community-based organizations to meet the public’s information needs. The agency wants to

encourage coordination among these stakeholders so they leverage existing infrastructure and make strategic investments to achieve digitally inclusive communities.

We would also note that while broadband to the home is essential, home access is not a replacement for access in libraries and community-based organizations. The recent study, *Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries*, finds that two thirds of the nation's 77 million library computer users also have access at home or work.

IMLS anticipates working closely with the cooperator through all stages of this collaborative process, which should incorporate a diversity of perspectives and include participation by representatives of libraries, community-based organizations, and policy makers such as city and county managers and other community leaders. Recognizing that each community and state has unique priorities and conditions, the framework is intended to help community leaders assess the digital literacy and digital inclusion needs of the public they serve (including, for example, seniors and people with disabilities), assess the capacity of libraries and community-based organizations to address those needs, and develop strategies to bridge the gap. This framework, which synthesizes the principles and elements that constitute digital inclusion, will serve as a first step in the development of final guidelines.

I.B. Background

Today the telecommunications infrastructure in the United States is being upgraded to broadband technology in order to remain competitive with other countries. The Organisation for Economic Cooperation and Development ("OECD") currently ranks the United States 15th in broadband adoption worldwide. Although 95% of American homes have broadband available in their communities, only 65% have actually signed up for it.

Broadband adoption is much more complex than availability and pricing. People may fail to adopt because of a lack of economic means, a language barrier, limited access to technology, or a lack of computer skills. Perhaps they live in a community without the support to help them overcome these problems. Some non-adopters may not see the relevance of broadband connectivity in their lives because they do not have the experience to differentiate between dial-up or broadband connections. They have weighed the perceived value that comes with a broadband connection to the Internet and decided that they will not pay the price. The NBP notes that 20% of non-adopters give their lack of digital literacy as the primary reason they have not acquired broadband.

The consequences of non-adoption are profound and ripple far beyond the individual to society as a whole. Yet people living in low income communities, especially those residing on tribal lands, may have no choice because of the overwhelming obstacle of limited economic resources. All of them would benefit from a level of connectivity equal to those living in more advantaged parts of the country. They want their communities to be included in the digital world.

During the last decade, in order to achieve efficiencies and economies of scale, a growing number of Federal, State, and local government agencies have moved processes and services such as driver's license renewal, application for employment, and filing for unemployment benefits onto the Internet, often reducing or completely eliminating the traditional versions of those services. All of these transactions require basic computer literacy skills and reliable and robust Internet connections. Without them, people are disadvantaged and disenfranchised.

Community anchor institutions, including four-year and community colleges, museums, K-12 education, community-based organizations and perhaps most evidently public libraries, have recognized the impact that digital inclusion can have on the local populace and have stepped forward to provide facilities and training to make that goal a reality. Virtually all of the country's 16,000 public libraries provide free Internet access. Libraries of all types are dedicated to promoting digital literacy. State library administrative agencies across the country make subscription information databases freely available to residents and support training and technology initiatives. They support public and other types of libraries by administering Library Services and Technology Act grant funds and they supply large-print, Braille and audio materials to state residents who are homebound, visually impaired, or elderly. Medical librarians have developed significant web-based resources to educate the public about various health-related topics and often field reference questions about illnesses and injuries. Libraries at publicly-funded colleges and universities regularly offer information services and technology support to local residents, regardless of whether they are registered students. Libraries and their trained staffs are immersed in a culture of openness, neutrality, and outreach. As a result they are seen as welcoming institutions by individuals of a wide range of backgrounds. These qualities make them an invaluable asset in moving all people to home broadband adoption.

SECTION II. STATEMENT OF WORK

IIA. Communities and Technology Environment

In order to take full advantage of this opportunity to foster digitally inclusive communities throughout the United States, IMLS strives to develop principles that balance abstract concepts with the concrete realities of diverse communities around the country. These principles should provide fresh perspectives as well as build on existing work. They will supply the foundation for the framework and provide a structure for subsequent development of benchmarks and performance measures that are critical for assessing progress. Examples of existing work could include, but not be limited to, two Microsoft Corporation white papers, *Power Up: The Campaign for Digital Inclusion* and *Innovating for Inclusion*, and the American Library Association's *Principles for the Networked World*.

The framework, which is the subject of this Cooperative Agreement, will be composed of principles and, under each principle, categories and even subcategories of elements. Principles can be derived from existing sources or developed independently. Elements might include

organizational infrastructure, physical infrastructure, staffing, operations, services, training or resources. A framework that combines principles and elements will assist community stakeholders, libraries and community-based organizations in mapping assets that they can contribute to developing digitally inclusive communities. The framework should be flexible enough to be adapted locally by those most knowledgeable about local conditions and priorities, and to allow for changes in demographics and technologies. Granularity and precision of these subcategories are essential if outcomes and impacts are to be assessed easily. The inclusive process should encourage community stakeholder buy-in.

The framework can be informed by examining existing assessment models that are designed to be self-administered. Some examples are:

- LEED Certification Rating System (U.S. Green Building Council)
- *Museums, Libraries, and 21st Century Skills Self-Assessment Tool* (IMLS)
- *Promising Practices Guide* (Human Rights Campaign or HRC)
- *A Framework of Guidance for Building Good Digital Collections* (NISO)
- Foresight Maturity Model (Terry Grim)

The strength of these models is that they are aspirational, not mandatory or regulatory and that they are constructed in a multifaceted manner that is flexible enough to accommodate audiences with different objectives. Another major strength is that they were designed in collaboration with the various stakeholders. There are numerous constituencies to be considered when developing digitally inclusive communities. Potential audiences for the IMLS guidelines exist at the national, state, regional, and local levels. Regardless of who these stakeholders represent they can benefit from a framework built upon guiding principles that acts as an outline of primary considerations to be used when assessing a community's or an entity's readiness for digital inclusion. The initial step of creating a framework assures a greater level of accuracy and precision in the guidelines that follow, making it easier for communities to arrive at the actionable measures and benchmarks that will lead them to becoming as digitally inclusive as possible. Ultimately, measures and benchmarks are best set at the community level by those with the greatest understanding of local conditions. Note that suggested benchmarks and measures will NOT be developed as part of this award.

II.B.Communication

The manner in which this framework is communicated and made available will undoubtedly have an impact on how strongly it is embraced by target audiences. Consideration should be given to assure the greatest utility and broadest adoption among diverse communities. Communication should take advantage of new technologies, e.g., webinars, blogs, and wikis, as well as other outreach to appropriate organizations and stakeholder groups.

II.C.Work Plan

Activities

IMLS seeks a cooperator to work closely (including weekly status calls or other means as agreed upon) with IMLS and develop a joint product.

- 1) Develop a cross-disciplinary (e.g., library & information science, technology, information policy, public policy, public administration) literature review that is both national and international in scope. The literature review should have two parts: one that identifies existing tools for communities to use in assessing their characteristics, and digital inclusion needs and priorities; and another that informs the development of a framework and serves as a basis for subsequent guidelines for digital inclusion at the community, State and Federal level (these guidelines are not a part of this Cooperative Agreement).
- 2) Define stakeholders and articulate the value proposition for each one (e.g., policy makers, community leaders, state officials, state libraries, public library administrators, museum leaders, community-based organization leaders, city and county managers, community college administrators, community foundations).
- 3) Propose an organizational structure to facilitate the optimal development of a digital inclusion framework with principles and elements that answer short-term needs at the same time as they anticipate long-term considerations.

Note: Any proposed structure should be one where 1) attendees are individuals who are selected to offer his or her own advice, experience, or information; 2) the purpose is to exchange facts or information; or 3) the functions performed are primarily operational as opposed to advisory. No consensus advice or policy recommendations resulting from group deliberation or interaction is expected or will be solicited.

- 4) In consultation with IMLS, populate the proposed organizational structure by selecting a number of individual representatives of the intended audiences or users.
- 5) Conduct an initial face-to-face session with these individuals at IMLS offices in Washington, DC, or elsewhere, within two months of the project start date, to exchange information and to share individual perspectives. The expectation is that they will continue dialogue on a monthly or even bi-weekly basis. The shape of this work will be proposed by the Cooperator.
- 6) Consolidate advice, experiences, and information from the individual experts.
- 7) Identify and prioritize primary considerations for digital inclusion.
- 8) Develop a framework, consisting of a set of principles with associated elements, for communities to use in evaluating their capacity for digital inclusion.

- 9) Solicit feedback to the preliminary framework from a wide range of the interested stakeholders and the general public by:
- a) Using new technologies (e.g., webinars, blogs, and wikis) and conventional methods;
 - b) Engaging with a wide range of appropriate professional associations, and other stakeholder organizations, to be proposed by the applicant and determined in consultation with IMLS.
- 10) Finalize the framework.
- 11) Submit a final report that includes:
- a) the comprehensive literature review,
 - b) a description of stakeholders and their value propositions,
 - c) a description of the process that was used to develop the framework for digital inclusion,
 - d) a final framework, including a set of principles and associated elements
 - e) a set of recommendations for next steps, and
 - f) recommendations for a communications plan, identifying key messages, audiences, methods (e.g., presentations at conferences) and desired outcomes.

Note: IMLS will produce the final framework in both printed and online versions.

II.D. Period of Performance

The period of performance shall be for a 6-month period beginning November 1, 2010.

II.E. Project Activities and Products

IMLS anticipates that the Cooperative Agreement will produce the following products and activities:

- 1) Literature review
- 2) Description of stakeholders and their value propositions
- 3) Project work plan
- 4) Selection of expert individuals
- 5) In-person meetings and intervening communications facilitated by the cooperator
- 6) Consolidation of advice, experiences, and information from individual experts
- 7) Development of a draft framework, including a set of principles and elements, for communities to use in evaluating their capacity for digital inclusion
- 8) Solicitation and analysis of feedback using multiple channels.
- 9) Final framework incorporating feedback.

- 10) Recommended communications plan.
- 11) Submission of narrative and financial reports.

SECTION III. ELIGIBILITY INFORMATION

An eligible applicant must be:

- a library, agency, institution of higher education, or museum with knowledge of or experience in fostering digital literacy and inclusion. “Agency” includes non-profit organizations, units of state and local government, and museum and library service organizations. General eligibility for libraries and museums can be found at <http://www.ims.gov/applicants/criteria.shtm>; and
- located in one of the fifty states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau.

IMLS welcomes proposals that represent collaborations or partnerships among eligible organizations.

Ineligible proposals will not be reviewed.

SECTION IV. AWARD INFORMATION

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

IV.B. The award resulting from this solicitation will be for up to \$150,000. No cost sharing is required, but cost sharing will be considered as an evaluation factor.

The Cooperative Agreement is subject to the availability of funds, a decision by IMLS to proceed, and written notice from IMLS to the awardee to proceed. The Cooperative Agreement is also subject to fiscal requirements that may be imposed by Continuing Resolutions and other conditions. IMLS funding for Fiscal Year 2011, and beyond, has not been appropriated nor is there any assurance that such funding will be appropriated.

It is possible that IMLS may provide additional funding and extend the Grant Period for this Cooperative Agreement for additional project-related activities, subject to the availability of funds, a decision by IMLS to provide such funds (amount and project-related activities to be determined), and written notice from IMLS to the awardee to proceed with such additional funding and project-related activities.

IV.C. The award will be for a maximum of six (6) months from date of award.

IV.D. The estimated award date is October 15, 2010, with a start date of November 1, 2010.

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.

IV.E. IMLS will work closely with the recipient of the Cooperative Agreement on all decisions related to the project. IMLS will also consult with the recipient of the Cooperative Agreement on other matters and activities set forth in the Statement of Work.

SECTION V. APPLICATION AND SUBMISSION INFORMATION

V.A. The application package is downloaded from Grants.gov. Electronic application packages are obtained directly from www.grants.gov. Applicants will need to locate the Framework for Digital Inclusion RFP package on the site. To locate the package:

1. Go to www.grants.gov to obtain the electronic application package for the Framework for Digital Inclusion RFP.
2. In the left column, click on “Apply for Grants,” then click on Step 1, “Download a Grant Application Package.”
3. This will take applicants to the “Download Application Package” screen. On this screen, enter the Funding Opportunity Number found below to retrieve the Framework for Digital Inclusion RFP application package and click on “Download Package.”

Funding Opportunity Number: FDI-2010

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 in the National Leadership Grant guidelines posted on the IMLS Web site: http://www.imls.gov/applicants/grants/pdf/NLG_2010.pdf, pages 29-50.

V.B. Proposals in response to this solicitation must be submitted on or before 11:59 pm Eastern time, August 30, 2010.

V.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.

V.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 (D-U-N-S®) number when applying for federal grants or cooperative agreements on or after October 1, 2003. This number is required for registration at Grants.gov.

V.E. Format

All attachments must be formatted as PDF files. No other format will be accepted. The application narrative must address the proposal Evaluation Criteria listed in Section VI in the order presented there, with each response numbered, 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 (10) 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.

V.F. Content

Proposals in response to the solicitation shall include:

-- Face Sheet (also referred to as SF-424S). Instructions on how to complete the Face Sheet can be found in the National Leadership Grant guidelines posted on the IMLS Web site:

http://www.imls.gov/applicants/grants/pdf/NLG_2010.pdf, pages 34-35.

-- Narrative: a project design covering all elements and activities listed in Section II Statement of Work.

-- Proposed Activities List that shows when each major project activity will be completed and how award funds will be expended throughout the project. The Activities 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: 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 in the National Leadership Grant guidelines posted on the IMLS Web site: http://www.imls.gov/applicants/grants/pdf/NLG_2010.pdf, pages 41-45. 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 vitae of no more than two pages each for all key personnel must be included.
- Partnership statements, if applicable.

SECTION VI. APPLICATION REVIEW INFORMATION AND EVALUATION CRITERIA

VI.A. IMLS will determine whether applicants are eligible and whether an application is complete. IMLS welcomes proposals that represent collaborations or partnerships between eligible businesses or organizations with one entity acting as the lead cooperator.

VI.B. The cooperative agreement resulting from this solicitation will be awarded to that responsible offeror whose offer, conforming to the solicitation, is determined to be best value and most advantageous to the Government. IMLS may conduct interviews with the top offerors if deemed necessary.

VI.C. All eligible and complete proposals will be competitively reviewed. The following Evaluation Criteria will be considered:

VI.C.1 Project Design

Proposal provides clear and convincing evidence that:

- the project proposes efficient, effective, and reasonable approaches to accomplish its clear goals and objectives,
- the methodology and design are appropriate to the scope of the project, and

- the project reflects knowledge of existing or emerging standards or best practices.

Soundness of Approach

The offeror describes the proposed approach to comply with each of the requirements specified in the Statement of Work. The proposal is consistent with the stated goals and objectives. The proposed approach has a high likelihood of achieving a timely and acceptable performance and is sound. Milestones and/or phasing charts illustrate a logical sequence of proposed events.

Completeness of Proposal

The offeror's proposal is complete, organized, and demonstrates an understanding of the Statement of Work and the requirements, including the requirement for clear, correct, readily understood writing and presentation. This includes demonstrated awareness of objectives and the tasks required to produce the desired product. The offeror is of sufficient size and has adequate resources to support the implementation of the project.

Offerors should submit no more than three examples of written reports that represent the quality of report writing that will be produced for this project as well as resumes of staff and subcontractors, if applicable.

VI.C.2 Project Resources

Qualifications of offeror and personnel

- Demonstrated knowledge of and experience in conducting projects of similar scope and complexity.
- Demonstrated resources adequate to complete the research within the required time frame, including any resources proposed as cost-share contributions.
- Demonstrated familiarity with issues surrounding community public access technology.
- Demonstrated ability to adhere to time frames and cost projections.
- Demonstrated ability to synthesize findings and to communicate findings to a lay audience.
- Demonstrated working relationships with relevant stakeholders, describing recent partnerships and work.

The staff is competent and experienced in the skills required in the Statement of Work. Resumes of staff and sub-contractors (if any) reflect not only academic qualifications but length and variety of experience in similar tasks and clearly demonstrate relevant training and experience. If subcontractors are proposed, the offeror should provide information to support the qualifications of the subcontractors.

Key personnel demonstrate their role in the project and how they mitigate risk. Key personnel demonstrate that they are available for a successful implementation. The management plan

should demonstrate the extent to which outside consultants or specialists will be used and evidence of their availability.

The offeror has been responsible for similar professional projects and products. Some of that past performance experience has been with library or museum service delivery programs, public access technology programs or equivalent. The proposal should include examples of products from similar projects.

SECTION VII. AWARD ADMINISTRATION INFORMATION

VII.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 or 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 and 2 C.F.R. Chapter XXXI) as well as applicable government-wide regulations and circulars regarding administration, cost principles, auditing, and related matters. The following OMB circulars may apply, as appropriate:

2 CFR, Part 215, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations (formerly OMB Circular A-110);

OMB Circular A-102, Grants and Cooperative Agreements with State and Local Governments;

2 CFR, Part 225, Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87);

2 CFR, Part 220, Cost Principles for Educational Institutions (formerly OMB Circular A-21);

2 CFR, Part 230, Cost Principles for Non-Profit Organizations (formerly OMB Circular A-122);

OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; and

VII.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.imls.gov>)

VII.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 (see 45 CFR Chapter XI and 2 CFR Chapter XXXI). 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 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 C.F.R. § 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 C.F.R. § 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.

[Note: IMLS Drug-Free Workplace regulations will shortly be relocated from 45 C.F.R. Part 1186 to 2 CFR.]

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 and 2 C.F.R. Chapter XXXI.

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

A grantee may not make a subgrant (for more details, see 45 C.F.R. Chapter XI, Subchapter E [Institute of Museum and Library Services]). 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.

VII.D. Reporting

It will be the responsibility of the recipient to file required reports as directed by IMLS.

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 424, Financial Status Report.

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

SECTION VIII. AGENCY CONTACTS

For information on this solicitation, write or call:

Mary Alice Ball, 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) 653-4730
E-mail: mball@imls.gov

Teletype (TTY/TDD) (for persons with hearing difficulty): (201) 653-4614

SECTION IX. OTHER INFORMATION

Rejection and Award

IMLS reserves the right to reject any or all proposals.

SECTION X. RESOURCES

American Library Association. ALA Library Fact Sheet 1.

<http://www.ala.org/ala/professionalresources/libfactsheets/alalibraryfactsheet01.cfm>

Atkinson, R., D. K. Correa, and J. A. Hedlund. 2008. *Explaining International Broadband Leadership*. Washington, D.C. Information Technology and Innovation Foundation. <http://www.itif.org/files/ExplainingBBLeadership.pdf>

Dailey, D., A. Bryne, A. Powell, J. Karaganis and J. Chung. 2010. *Broadband Adoption in Low-Income Communities*. Brooklyn, NY. Social Science Research Council.

<http://www.ssrc.org/features/view/broadband-adoption-in-low-income-communities/>

Federal Communications Commission. March 16, 2010. The National Broadband Plan: Connecting America. <http://www.broadband.gov/plan/>

A Framework of Guidance for Building Good Digital Collections. 3rd edition. Bethesda, Md.: National Information Standards Organization, 2007 <http://framework.niso.org/>

Grim, Terry. 2010. Foresight Maturity Model.

<http://www.foresightmaturitymodel.com/foresight-maturity-model-download>

Human Rights Campaign. 2010. *Promising Practices Guide*. 3rd edition. Washington, DC.

<http://www.hrc.org/issues/parenting/adoptions/8941.htm>

The Library in the Networked World. American Library Association.
<http://www.ala.org/ala/aboutala/offices/oitp/publications/networkforweb.pdf>

Museums, Libraries, and 21st Century Skills Self-Assessment Tool. 2009. Institute of Museum and Library Services. <http://www.ims.gov/pdf/21stCenturySkills.pdf>

Opportunity for All: How the American Public Benefits from Internet Access at U.S. Libraries. 2010. University of Washington Information School and the Institute of Museum and Library Services. <http://www.ims.gov/pdf/OpportunityForAll.pdf>

Organisation for Economic Cooperation and Development.
http://www.oecd.org/document/54/0,3343,en_2649_34225_38690102_1_1_1_1,00.html

Principles for the Networked World. 2003. American Library Association.
<http://www.ala.org/ala/aboutala/offices/wo/referenceab/principles/principles.pdf>

U.S. Green Building Council. LEED Rating Systems.
<http://www.usgbc.org/DisplayPage.aspx?CMSPageID=222>

Wynne, M. E. and L. F. Cooper. 2007. *Power Up: The Campaign for Digital Inclusion --Digital Inclusion Imperatives Offer Municipalities New Social and Economic Opportunities*. Bellingham, WA. Microsoft Corporation. http://www.digitalaccess.org/pdf/White_Paper.pdf

Wynne, M. E., K. A. Perry, and L. F. Cooper. 2008. *Innovating for Inclusion: A Digital Inclusion Guide for Those Leading the Way*. Bellingham, WA. Microsoft Corporation.
http://download.microsoft.com/download/c/d/f/cdf8d9fa-c7b6-4524-b516-198e7812a85f/78403_071128_PublicSector_Manuscript_f1t0_mg.pdf