



**LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE
PACIFIC TERRITORIES, FREELY ASSOCIATED STATES,
AND U.S. VIRGIN ISLANDS**

2016

NOTICE OF FUNDING OPPORTUNITY

**Application Deadline
April 1, 2016**

CFDA Number: 45.310

**LIBRARY SERVICES AND TECHNOLOGY ACT
COMPETITIVE GRANTS FOR THE PACIFIC TERRITORIES, FREELY ASSOCIATED
STATES, AND U.S. VIRGIN ISLANDS**

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GENERAL

The Library Services and Technology Act (see 20 USC Chapter 72, Sec. 9101 *et. seq.*) (LSTA) provides an opportunity for the State Library Administrative Agencies of the Pacific Territories, Freely Associated States, and the U.S. Virgin Islands to apply for funds under a competitive grant application.

The Regional Educational Laboratory-Pacific (REL-P) at Mid-continent Research for Education and Learning (McREL) International is administering the application review process and IMLS awards grants based upon its recommendations. These grants are to be used to address the following LSTA priorities:

- (1) expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- (2) establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 USC §9134(b)(6), for the purpose of improving the quality of and access to library and information services;
- (3)(A) providing 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) enhancing efforts to recruit future professionals to the field of library and information services;
- (4) developing public and private partnerships with other agencies and community-based organizations;
- (5) targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills;
- (6) targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved;

(7) developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and

(8) carrying out other activities consistent with the purposes of the Library Services and Technology subchapter of the IMLS statute (20 U.S.C. §9121).

These funds are available only to the LSTA program in each of the following:

Territories: American Samoa, Commonwealth of Northern Mariana Islands, Guam, and the U.S. Virgin Islands

Freely Associated States: Federated States of Micronesia, Republic of Palau, and the Republic of the Marshall Islands.

Individual basic proposals may be for no more than \$30,000. However, if supplemental funds become available, IMLS will contact applicants individually to submit a supplemental budget. Applicants may also be granted an amount less than that requested.

The application deadline is April 1, 2016. Applicants must be compliant in submitting required documentation and final reports for previously awarded grants from IMLS in order to receive a FY 2016 award.

PLEASE NOTE: The recent Office of Management and Budget (OMB) final guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Grant Reform) has streamlined and consolidated grant requirements. The Grant Reform can be found at 2 CFR Part 200 and the corresponding IMLS-specific grant regulations at 2 CFR Part 3187. Please note that IMLS regulations that were found at 45 CFR Parts 1180 and 1183 have been removed. The Grant Reform (which includes the new IMLS regulations) is effective for all awards made after December 26, 2014.

In order to help our grantees become familiar with the Grant Reform, we held a webinar, a recording of which is available at <http://stateprograms.imls.gov/webinars.htm> (username: lsta / password: statepgms55). The Council on Financial Assistance Reform (COFAR) website (<https://cfo.gov/cofar/>) includes links to webinars on the Grant Reform and helpful crosswalks and FAQs.

Applicants must also have an active System for Award Management registration

(www.sam.gov) in order to be eligible to apply for or to receive a grant. As an applicant/grantee, you must maintain the currency of your information in SAM. This requires that you review and update the information at least annually, and more frequently if required by changes in your information.

Applicants for this competitive grant do not need to submit to IMLS a five-year plan or a five-year evaluation of library services. While IMLS does not require submittal of these two documents in order to apply for this grant, IMLS strongly supports the development of a five-year plan to guide the implementation of library services and the completion of a long term evaluation to help structure future efforts. Therefore, in the narrative section, applicants are asked to explain how the current proposal for funding relates to their library's long range goals.

If you have questions about any required documentation, contact Teri DeVoe via e-mail at tdevoe@imls.gov, telephone at (202) 653-4778, or fax at (202) 653-4602.

APPLICATIONS

All applications must be sent to REL-P at McREL International. Printed applications must be postmarked no later than April 1, 2016. Please send the application package via some type of express mail or commercial carrier so that it will arrive at REL-P at McREL International within a week of the deadline.

Send applications to: Daisy Carreon, Ph.D.
Regional Educational Laboratory-Pacific at McREL International
1003 Bishop Street, Suite 2200
Honolulu, Hawaii 96813
Email: dcarreon@mcrel.org
Phone: (808) 664-8180
Fax: (808) 664-8190

Electronic applications are encouraged but not required. If you wish to submit your application as an electronic file, you may do so as long as it is transmitted to REL-P at McREL International by 11:59 pm Hawaii-Aleutian Time Zone on April 1, 2016. It is recommended that if your email system provides a delivery receipt option, that you use that option for proof of delivery. If you send the application electronically, no paper copies of the application are required (IMLS no longer requires hardcopies of the face sheet, with original signatures). Submission of your application electronically constitutes your organization's certification that it will comply with the required assurances/certifications.

Questions about applications should go to Dr. Daisy Carreon at:

E-mail: dcarreon@mcrel.org
Phone: (808) 664-8180
Fax: (808) 664-8190

REL-P at McREL International will determine whether an applicant meets the deadline and whether an application is complete. REL-P at McREL International may contact applicants for information needed to make an eligibility determination or a decision on completeness. Incomplete applications are subject to rejection without evaluation. Applicants will be notified by mail and e-mail if they are rejected. If an application passes this initial review, it will be evaluated and scored by a panel of reviewers who will use the same evaluation criteria that are included in this Notice of Funding Opportunity.

REL-P at McREL International will notify IMLS of their recommended slate for funding and grant awards will be issued no later than July 31, 2016.

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ASSOCIATED STATES, AND U.S. VIRGIN ISLANDS**

APPLICATION CONTENTS

Your application **must** contain the following sections in the order listed. Number the pages sequentially from page 1 to the last page of the application. All components of an electronic application must be submitted as PDF documents.

FACE SHEET

Complete the face sheet provided in this packet. Use or duplicate as needed. IMLS and REL-P at McREL International will send communications (e-mails, faxes, and letters) about the application or grant to the person designated on the face sheet as the person responsible for the grant project (item #1) and the designated authorized certifying official. The IMLS grant award notification document will contain the name of the **designated authorized certifying official** (item #15), who was identified by the Territorial or State Attorney General. After that authorized certifying official reviews the statement on assurances/certifications (item #17), which are incorporated in this notice, they must sign the face sheet (item #18) to provide certification.

ABSTRACT

An abstract of no more than one page, single spaced (600 words maximum) should describe the primary goals of the proposed activities, present an overview of the design of the project to achieve those goals, and describe anticipated results.

NARRATIVE

Write a narrative of no more than ten (10) single-spaced one-sided pages that addresses the components listed and explained below. The narrative should provide sufficient information for reviewers to evaluate all criteria but be clear and **concise**. If the application is a continuation of a previous year's project, please give a short summary of progress to date. The Budget Narrative is a separate section and not part of the ten-page project narrative.

The narrative must conform to the space limits. Do not exceed the ten (10) pages. Use 8.5" by 11" paper. Leave a margin of at least 1 inch on all sides. IMLS recommends that you produce the application abstract and narrative using word processing software. Failing availability of computers, a typed copy is required. Handwritten applications will not be accepted. Use a standard typeface that contains no more than six lines per vertical inch, has standard spacing between letters and is not a condensed typeface. Use a point size equal in size to Times New Roman 12.

In the application narrative, you must address the criteria in the same order in which they are listed below. Each criterion should be used as a heading in bold type followed by a comprehensive description addressing the bulleted items. Since reviewers base their evaluations on the information presented in your application, it is important that you prepare a clear, concise, well-organized document. The first five criteria listed should be addressed in

the application narrative. The sixth criterion, the budget, should be addressed in a separate section.

1. Statement of Need

Include a statement of need for the services/project described in this proposal as it relates to the library and the community. Include information such as:

- A brief description of the community;
- Current status of the library and its services; and
- The needs that will be met by this project and how those needs were determined.

Review Criteria:

- Evidence that applicant identified an audience, through a formal or informal assessment of the audience's needs;
- Evidence that it is aware of similar projects completed by other institutions; and
- Evidence that it has developed a project and goals that best answer those needs.

2. Project Design

Include a description of the proposed project plan. If this application continues a project from the previous year, give a short summary of the progress to date. Include information such as:

- Clear performance goals and objectives;
- How this project relates to the library's long range goals;
- Action steps and activities to implement the project;
- Appropriate application of technology including strategies to service, maintain and upgrade proposed hardware and software if technology is part of the project; and
- The library's plan to maintain and continue the positive changes after the period of Federal funding.

Review Criteria:

- Evidence that the project proposes efficient, effective, and reasonable approaches to accomplish its performance goals and objectives;
- Evidence that methodology and design are appropriate to the scope of the project;
- Evidence that the project uses existing or emerging standards or best practices; and
- Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, websites, development of institutional expertise and capacity, working with members of the broader community to continue support for project activities or products, and/or through broad long-term access to project products.

3. Management and Personnel

Describe the strategy for completing a successful project. Include information such as:

- Evidence that the applicant will effectively complete the project by managing the appropriate resources including funding, facilities, equipment, and supplies;
- Evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project performance goals and activities; and
- A description of the reporting relationships for personnel (supervisor/subordinate) and their oversight responsibilities for the project.

Review Criteria:

- Evidence that the design, methods, and timeline match the scope of the project;
- Evidence that project goals can be met successfully;
- Evidence that project personnel have relevant expertise and can commit adequate time to carry out the project activities and achieve performance and project goals; and
- Evidence that partners are contributing to and benefiting from the project, if appropriate.

Note: You must attach resumes for all people who will serve on this project. Maximum length of resumes: two pages per person. For new positions to be paid from grant funds, include a position description. You do not need to identify persons to be hired for new positions.

4. Evaluation

Describe the approach and methodology to be used for monitoring and assessing the activities of the project. Include information such as:

- Baseline data and final data, relating to library services or to a service population, illustrating what was achieved through the project;
- Evidence of ongoing evaluation to assess progress;
- Measurement of the impact of new or improved services for the community; and
- The library's plan for documenting final results – both expected and unexpected.

Review Criteria:

- Degree to which the evaluation plan ties directly to performance and project goals through measurable project outcomes, findings, or products; and
- Evidence that the project evaluation will provide reliable information on which to judge impact or base actions.

5. Regional Impact

Describe how this project could serve as a model for other Pacific Region or island libraries and how information about this project will be shared within the library community. Include information such as:

- Evidence of cooperation by two or more organizations or Pacific entities if relevant to the project;

- Evidence of adaptability of projects to other Pacific Region or island environments; and
- How the library plans to share project results (including technical knowledge gained during the project) locally and regionally using a variety of appropriate media.

Review Criteria:

- Evidence that the project will seek feedback from various stakeholders; and
- Evidence that the project will make every reasonable attempt to communicate lessons learned and the results of the project to professional audiences and communities of interest.

6. Budget

Demonstrate that the budget is appropriate, reasonable, and cost effective. The budget narrative should address the project and all items of cost listed on the budget form. The budget section should contain:

- A budget narrative including an explanation/justification of all project expenses including funds requested from IMLS, matching funds, and in-kind contributions; and
- A completed budget form.

Review Criteria:

- Evidence that the budget is appropriate, reasonable and cost effective.

SCHEDULE OF COMPLETION

The applicant must provide a schedule of completion that shows when each major project activity will be completed throughout the project. The schedule of completion must correspond to the activities described in the Narrative. A sample schedule of completion is provided in the packet. The applicant may elect not to follow the sample format but should provide the same information, indicating milestones for completion of each major project activity over the course of the project.

BUDGET

The budget consists of two parts: 1) the Budget Form and 2) the Budget Narrative.

The **Budget Form** must be completed and indicate costs to be supported by IMLS as well as matching funds and in-kind contributions. **Round off amounts to the next dollar.** Any costs to be supported by other U.S. Federal agencies should be indicated on the Face Sheet. All costs, whether supported by grant funds, matching funds, or in-kind contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of Federal and IMLS cost principles (see 2 CFR part 200 and 2 CFR part 3187), and incurred during the grant period of performance.

If the applicant chooses to create a spreadsheet instead of using the application budget form, the budget items must be listed in the same order as the items on the IMLS budget form.

The total IMLS contribution toward a project may be no more than \$30,000 in the basic application. If additional funds become available and IMLS decides to proceed, we will notify applicants and will require an addendum to the budget narrative and the budget form at a later date. A budget addendum for funds over \$30,000 will not be part of your initial application package due April 1, 2016.

Budget Requirements for the Freely Associated States

The Freely Associated States (Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands) **must** include matching funds of at least 34% of the **total costs** for each project. IMLS will only provide 66% of the total costs for each project. Any supplemental funding from IMLS will also require 34% matching funds. Additional in-kind contributions are allowed. **Other U.S. Federal funds may not** be counted as matching funds.

For example, if a Freely Associated State requests \$30,000 from IMLS, the minimum allowable match is \$15,455. This amount is calculated by dividing \$30,000 by .66. Take that total, \$45,455, and subtract the grant amount, \$30,000 to determine the amount that equals 34% of the total project costs, which is \$15,455.

Budget Requirements for the Territories

The Territories of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the U.S. Virgin Islands are not required to provide matching funds, but should they choose to do so, the second column on the Budget Form is available. This also includes any funds supplied by partners and from any other sources (except U.S. Federal funds) for matching funds or in-kind contributions. Lack of matching funds will not adversely affect the selection process for grants to the Territories.

Administrative costs for each applicant **may not exceed 4%** of the total IMLS funds applied to the grant.

The **Budget Narrative** should explain and provide justification for **all costs (IMLS funds and cost share/match)** including items within the broad categories of personnel (salaries and wages, fringe benefits); travel; supplies, materials, and equipment (e.g., books, periodicals, CDs, laptop computers, etc.); contracts and subawards; and any other expenses. The reasonableness and necessity of each major budget item should be addressed in the Budget Narrative in the same order as items are found on the Budget Form. The Budget Narrative should clearly and specifically identify and explain any sources of matching funds and in-kind contributions where applicable.

Example of a budget narrative justification for one cost item:

To staff the project, one additional person with expertise in multimedia production will be contracted at \$20/hour x 8 hours a day x 5 days a week x 18 weeks for a total cost of \$14,440.

Additionally, airfare for this person will cost \$1,000. There is currently no person locally who has the skills needed to produce the videos that are critical to the success of this project. However, since this person will be an independent contractor, there will be no fringe benefits. The total contract cost will be \$15,440.

Following the application review process, project budget negotiations between IMLS and the applicant typically take place in May - June. If the Project Director for the grant is unavailable for budget discussions during this time, notify IMLS who will be able to discuss the budget on the Project Director's behalf. Delays in negotiating budgets may impact your receipt of award.

PARTNERSHIP APPLICATION

This section is mandatory only if you have partners in your project. For each partner, describe the activities agreed upon. If needed, a sample group application agreement is provided in this packet. Partner application agreements should confirm that all partners understand that programmatic requirements apply to them as well as to the primary applicant.

APPLICANT and PARTNER ORGANIZATIONAL PROFILES

The official applicant and each partner **must provide** an organizational profile of not more than one page that identifies the organization's mission, service area and levels of service, placement within a parent organization (if applicable), and where within the organization the responsibility for the management of the proposed project activities would be assigned.

ATTACHMENTS

Resumes or curricula vitae of no more than two pages per person for key personnel **must be included** even if they were submitted in a previous year. Special information that shows justification or need for the project such as results of surveys, focus groups, planning reports, etc. may be included.

How to Assemble Your Application

Your application must include the sections listed above **organized in the order listed**. If submitting a paper application, submit one original (with original signatures by the LSTA Authorized Certifying Official) and one copy of the complete application. **Do not staple the original or place the original or copy in binders or notebooks** because the application is photocopied for the review process. No submitted materials will be returned. See page three of this Notice of Funding Opportunity for information on submitting your application electronically.

APPLICATION REVIEW PROCESS

What are the characteristics of successful applications?

Reviewers will look for evidence that the applicant has conducted a formal or informal assessment of community needs and library capacity and carefully considered the appropriate role for the library in addressing the need it has identified for the project. They will look for baseline data that can be used to determine project results.

Reviewers will look for efficient, effective, and reasonable performance goals that will achieve clearly envisioned project results and improve the audience's knowledge, skills, attitudes, or behaviors in particular ways. They will look for indications that the project is realistic and achievable.

Reviewers will look for indications that the design, methods, and timeline match the scope of the project; that project and performance goals can be met successfully; and that project personnel have relevant expertise and can commit adequate time to carry out the project activities and achieve project and performance goals. Reviewers will look for evidence that partners are contributing to and benefiting from the project, if appropriate.

Reviewers will look for evidence that evaluation will take place on a continuing basis to allow for adjustments and improvements in the project design. They will want information that shows how project results will be broadly disseminated. Reviewers will look for evidence that there is a solid plan for continued support after the end of the grant period.

What is the review and selection process?

We use a peer review process to evaluate all eligible and complete applications. Reviewers are professionals in the field with relevant knowledge and expertise in the types of project activities identified in the applications. They are instructed to evaluate individual parts of an application according to the Review Criteria listed in the Narrative section (above). Reviewer conflicts of interest are identified prior to review, and reviewers who may have conflicts with particular proposals are reassigned to review other projects.

The Director takes into account the advice provided by the review process and makes final funding decisions consistent with the purposes of the agency's programs.

What are the requirements regarding the designated integrity and performance system?

For any Federal award under a notice of funding opportunity, if the Federal awarding agency anticipates that the total Federal share will be greater than the simplified acquisition threshold [currently \$150,000] on any Federal award under a notice of funding opportunity may include, over the period of performance (see §200.88 Simplified Acquisition Threshold), this section must also inform applicants:

- i. That the Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313);
- ii. That an applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM;
- iii. That the Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

IMLS ASSURANCES AND CERTIFICATIONS

As a Federal agency, IMLS is required to obtain from all applicants certifications, including those regarding Nondiscrimination, Debarment and Suspension, Federal Debt Status, and Drug-Free Workplace. 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 this statement and the corresponding statement on the Face Sheet (item #17) and provide certification.

Assurances Statement

By signing the application Face Sheet, 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 (for example, see 2 C.F.R. Chapter XXXI and 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 non-federal share of project costs) to ensure proper planning, management, reporting, recordkeeping, 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 applicable law.

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

Nondiscrimination

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

- 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 (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that

limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003));

- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §701 *et seq.*, including §794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. Part 1170 in determining compliance with section 504 as it applies to recipients of federal assistance);
- 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
- 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.
- the requirements of any other nondiscrimination statute(s) which may apply to the application.

Debarment and Suspension

The applicant shall comply with 2 C.F.R. Part 3185 and 2 C.F.R. Part 180, as applicable. 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:

- are presently excluded or disqualified;
- 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;
- 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
- 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.

As noted in the preceding paragraph, applicants who plan to use IMLS awards to fund contracts should be aware that they must comply with the communication and verification requirements set forth in the above Debarment and Suspension provisions.

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.

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 2 C.F.R. Part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, you as the recipient must comply with drug-free workplace requirements in subpart B (or subpart C, if the recipient is an individual) of 2 C.F.R. Part 3186, which adopts the Governmentwide implementation (2 C.F.R. Part 182) of sec. 5152-5158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for your employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents you keep on file in your offices) all known workplaces under your federal awards.

Trafficking in Persons

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in the General Terms and Conditions for IMLS Discretionary Awards (2 C.F.R. 175.15 Award Term.).

Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. §1352)

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 an 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 any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. 1352) 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 complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (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 and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making

or entering into the transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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.

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.

Subawards

Under IMLS regulations at 2 CFR 3187.14, a recipient may not make a subaward unless expressly authorized by IMLS. A recipient may contract for supplies, equipment, and services, subject to applicable law, including but not limited to applicable Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards set forth in 2 CFR part 200.

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 purchase 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 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.

Research on Animal Subjects

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.

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

**LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANTS
FOR THE PACIFIC TERRITORIES, FREELY ASSOCIATED STATES, AND U.S. VIRGIN ISLANDS**

FACE SHEET

1. Name of person responsible for grant project ►
2. E-mail address ►
3. Business Phone ►
4. Fax Number ►
5. Applicant (name of library, school, organization, etc.)

6. Applicant Mailing Address

7. City, State/Territory, Zip Code

8. Employer Identification Number (required) ►
9. DUNS Number (required) ►
10. Grant Amount Requested \$
11. Match for Project (if required) \$
12. Grant Period of Performance August 1, 2016 to September 30, 2017
13. Identify other Federal agencies that either have contributed support or have a pending proposal for support of these project activities and indicate the value of contributed or requested aid.

Name of Agency	Note if Contributed or Pending	Amount

14. In the space below, include the names of any organizations that are official partners of the project.

15. Name and Title of Authorized Certifying Official ►
16. E-mail address of Authorized Certifying Official ►
17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances contained in the Notice of Funding Opportunity and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties.

18. Certification: _____

Signature of Authorized Certifying OfficialDate

Schedule of Completion Sample

This page is a sample format for a schedule of completion. Prepare yours in a similar manner, listing each major project activity discussed in the narrative. Dates on your schedule of completion must correspond with the project dates on your Face Sheet.

Activities	Aug. Sept. Oct. Nov. Dec. Jan. Feb. Mar. Apr. May June July Aug. Sept.
Name of activity 1	08/16 _____ 04/17
Name of activity 2	_____ 02/17 _____ 06/17
Name of activity 3	08/16 _____ 07/17
Name of activity 4	_____ 01/17 _____ 05/17

**LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANTS FOR THE
PACIFIC TERRITORIES, FREELY ASSOCIATED STATES, AND U.S. VIRGIN ISLANDS**

PROJECT BUDGET FORM

(Round off amounts to the nearest dollar)

Name of Applicant ►

Direct Costs	IMLS	Match(**)	Total	
Salaries and Wages	\$	\$	\$	(# of people:)
Fringe Benefits	\$	\$	\$	(% of salary:)
Travel (# of trips_____)	\$	\$	\$	(# of people:)
Supplies, Materials & Equipment	\$	\$	\$	
Contracts & Subawards	\$	\$	\$	
Other	\$	\$	\$	
Total Direct Costs	\$	\$	\$	
Administrative Costs*	\$	\$	\$	
Total Costs	\$	\$	\$	
Amount of Cash Match (**)		\$		
Value of In-Kind Contributions (**)		\$		
TOTAL Cash Match + In-kind**		\$		

TOTAL AMOUNT REQUESTED FROM IMLS \$

TOTAL AMOUNT FOR PROJECT \$

* Only 4 % of IMLS funds for a grant may be used for Administrative costs.

** U.S. Territories are not required to provide match for Federal funds; but the Freely Associated States must provide match. The **required match is at least 34%** of the **total project costs** (not just 34% of funds requested from IMLS).

**LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANTS FOR THE
PACIFIC TERRITORIES, FREELY ASSOCIATED STATES, AND U.S. VIRGIN ISLANDS**

**PARTNERSHIP AGREEMENT
SAMPLE**

This page is a sample format for a group agreement. Prepare yours in a similar manner. You may complete separate agreements with each partner or add additional signature lines for multiple partners.

1. Applicant Organization:

2. Other partner members (organizations):

3. Briefly list the activities that each organization has agreed to perform.

4. We, the undersigned institutions:
 - Agree that we will carry out the activities described above and in the application narrative;
 - Agree that we will use any funds we receive from IMLS in accordance with applicable Federal laws and regulations; and
 - Assure that our facilities and programs comply with applicable Federal requirements.

IMLS Applicant	Signature of Authorized Certifying Official	Date
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Partner Organization	Signature of Authorized Certifying Official	Date
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Partner Organization	Signature of Authorized Certifying Official	Date
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Partner Organization	Signature of Authorized Certifying Official	Date
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**LIBRARY SERVICES AND TECHNOLOGY ACT COMPETITIVE GRANTS FOR THE
PACIFIC TERRITORIES, FREELY ASSOCIATED STATES, AND U.S. VIRGIN ISLANDS**

APPLICATION CHECKLIST

Please attach this checklist to the top of the original copy of your application. See the section on Application Contents for instructions on how to assemble the application package.

Check off the items included in your application.

- FACE SHEET (INCORPORATING ASSURANCES) ▶**

- ABSTRACT ▶**

- NARRATIVE ▶**

- SCHEDULE OF COMPLETION ▶**

- BUDGET**
 - Budget Narrative ▶**
 - Budget Form ▶**

- PARTNERSHIP AGREEMENT ▶**
(if applicable)

- APPLICANT AND PARTNER(S) ▶**
ORGANIZATIONAL PROFILES

- ATTACHMENTS**
 - Resumes ▶**
 - Other ▶**