

Library Services and Technology Act Competitive Grants For the Pacific Territories, Freely Associated States, and U.S. Virgin Islands

FY 2019 NOTICE OF FUNDING OPPORTUNITY

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Library Services and Technology Act Competitive Grants For the Pacific Territories, Freely Associated States, and U.S. Virgin Islands

FY 2019 NOTICE OF FUNDING OPPORTUNITY

Federal Awarding Agency:	Institute of Museum and Library Services
Funding Opportunity Title:	Competitive Grants for the Pacific Territories, Freely Associated States, and U.S. Virgin Islands
Announcement Type:	Notice of Funding Opportunity
Catalog of Federal Financial Assistance (CFDA) Number:	45.310
Due Date:	Submit to McREL International by 11:59 p.m. Hawaii-Aleutian Time on April 1, 2019. See section D4 for details.
Anticipated Date of Notification of Award Decisions:	July 2019 (subject to the availability of funds and IMLS discretion)
Beginning Date of Period of Performance:	Projects must begin on August 1, 2019.

Equal Opportunity

IMLS-funded programs do not discriminate on the basis of race, color, national origin, sex, disability, or age. For further information, email the Civil Rights Officer at CivilRights@imls.gov or write to the Civil Rights Officer, Institute of Museum and Library Services, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135.

A. Program Description

A1. What is this grant program?

The goal of the FY 2019 Competitive Grant Program for the Pacific Territories, Freely Associated States, and the U.S. Virgin Islands is to provide an opportunity for their State Library Administrative Agencies to apply for Library Services and Technology Act, as amended (LSTA) funding.

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.

A2. What are indicators of successful projects?

Successful LSTA Grants support library services, particularly as they relate to the following:

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' need for education, lifelong learning, workforce development, and digital library skills.
2. Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in 20 U.S.C. § 9134(b)(6), for the purpose of improving the quality of and access to library and information services.
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.
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).

A3. What are the IMLS agency-level goals?

The mission of the Institute of Museum and Library Services (IMLS) is to inspire libraries and museums to advance innovation, lifelong learning, and cultural and civic engagement. We provide leadership through research, policy development, and grant making.

U.S. museums and libraries are at the forefront in the movement to create a nation of learners. As stewards of cultural and natural heritage with rich, authentic content, libraries and museums provide learning experiences for everyone. In FY2019, each award under this program will support the goals of the [IMLS strategic plan](#), Transforming Communities:

- IMLS supports learning and literacy for people of all ages through museums and libraries
- IMLS strengthens the capacity of museums and libraries to improve the well-being of their communities.
- IMLS makes strategic investments that increase access to information, ideas, and networks through libraries and museums..

The goals focus on achieving positive public outcomes for communities and individuals; supporting the unique role of museums and libraries in preserving and providing access to collections and content; and promoting library, museum, and information service policies that ensure access to information for all Americans.

IMLS places importance on diversity and inclusion. This may be reflected in a project in a wide range of ways, including efforts to serve: individuals of diverse geographic, cultural, and socioeconomic backgrounds; persons with disabilities; persons with limited functional literacy or information skills; individuals having difficulty using a library or museum; underserved urban and rural communities; and children from families with incomes below the poverty level. This may also be reflected in efforts to recruit future professionals in the library or museum fields as well as strategies in building or enhancing access to collections and information.

A4. What is the funding for this program?

The LTSA award for FY 2019 is for no more than \$30,000. However, if additional funds become available, IMLS may contact applicants individually to submit a supplemental budget. Applicants may also be granted an amount less than that requested.

A5. Where can I find the authorizing statute and regulations for this funding opportunity?

Statute: 20 U.S.C. § 9101 et seq.; in particular, § 9131(b)(3)(C) (Special Rule)

Regulations: 45 C.F.R. ch. XI and 2 C.F.R. ch. XXXI

Note: You are required to follow the IMLS regulations that are in effect at the time of the award.

Note: The Office of Management and Budget (OMB) guidance on Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) can be found at 2 C.F.R. pt. 200. With certain IMLS-specific additions, IMLS regulations at 2 C.F.R. pt. 3187 formally adopt the 2 C.F.R. pt. 200 Uniform Guidance.

B. Federal Award Information

Total amount of funding expected to be awarded through this announcement	\$244,000
Anticipated number of awards	7
Expected amounts of individual awards	\$30,000
Average amount of funding per award experienced in previous years	\$34,857
Anticipated start dates for new awards	Projects must begin on August 1, 2019

Anticipated period of performance	August 1, 2019–September 30, 2020
Type of assistance instrument	Grant

The funding in the above Federal Award Information table is subject to the availability of funds and IMLS discretion. IMLS is not bound by any estimates in this announcement.

This funding opportunity supports new awards only. Applications for renewal or supplementation of existing projects are not eligible to compete with applications for new awards.

C. Eligibility Information

C1. Eligible Applicants

C1a. What are the eligibility requirements for this program?

These funds are available only to the following:

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

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

C1b. What are the minimum requirements of library service?

To be eligible for this program you must be the established State Library Administrative Agency (SLAA) charged by law with the extension and development of public library services in each of the Territories (American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands) and the Freely Associated States (the Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands). 20 U.S.C. § 9131(b)(3)(C).

Note to all applicants: In order to receive an IMLS award, you must be in compliance with applicable requirements and be in good standing on all active IMLS awards.

There are also funding restrictions that could affect the eligibility of a project; please consult [Section D6](#) below for details.

C2. What are the cost sharing requirements for this program?

Budget Requirements for the Freely Associated States: The Freely Associated States (the 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.

C3. Other Information

C3a. How many applications can we submit under this announcement?

An applicant organization, if eligible, may submit only one application under this announcement.

C3b. What if our organization fails to meet an eligibility criterion by the time of the application deadline?

IMLS will not review applications from ineligible applicants. We will notify you if your application will not be reviewed because your institution is determined to be ineligible.

C3c. What if our organization fails to meet an eligibility criterion at the time of award?

IMLS will not make awards to ineligible applicants. In order to receive an IMLS award, you must be eligible, be in compliance with applicable requirements, and be in good standing on all active IMLS awards.

D. Application and Submission Information

D1. How can we find the application package?

This announcement contains all application materials needed to apply.

D1a. Can we request an audio recording of this announcement?

Upon request, we will provide an audio recording of this publication. Use Teletype (TTY/TDD) (for persons with hearing difficulty): 202-653-4614.

D1b. Can we request a paper copy of this announcement?

Upon request, we will provide a paper copy of this publication. Call 202-653-4700.

D2. What content and form are required to make a complete application?

The Table of Application Components below will help you prepare a complete application. You will find links to more information and instructions for each application component in the table. Applications missing any required documents or conditionally required documents from this list will be considered incomplete and will be rejected from further consideration.

How to Assemble Your Application: Your application must include the sections listed below 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 section D4 of this Notice of Funding Opportunity for information on submitting your application electronically.

D2a. Table of Application Components

Component	Format	File name to use
Required Documents		
LSTA Grant Face Sheet	PDF document	Facesheet.pdf
Abstract	PDF document	Abstract.pdf
Narrative (ten pages max.)	PDF document	Narrative.pdf
Schedule of Completion	PDF document	
Budget Form	PDF document	
Budget Narrative	PDF document	
Applicant Profile	PDF document	
Partner Profile	PDF document	
Resume/Curriculum Vitae for Key Personnel	PDF document	
Optional Documentation		
Attachments		
Partnership Application	PDF document	

D2b. How should we format, name, and sequence the application components?

Document format: Electronic applications are encouraged but not required.

Page limits: Note page limits listed in the table above. We will remove any pages over the limit, and we will not send them to reviewers as part of your application.

Attachment order: Attach all application components in the sequence listed in the table above.

Complete applications: Use the table above as a checklist to ensure that you have created and attached all necessary application components.

D2c. Required Documents

1. LSTA Face Sheet

Complete the face sheet provided in this packet. Use or duplicate as needed. IMLS and 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 #18), who was identified by the Territorial or State Attorney General. After that authorized certifying official reviews the statement on assurances/certifications (item #20), which are incorporated in this notice, they must sign the face sheet (item #21) to provide certification.

2. 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.

3. 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 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 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 need, through a formal or informal assessment;
- 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.

4. Budget Form

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 utilize those funds with respect to this funding opportunity, 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, 2019.

Budget Requirements for the Freely Associated States: The Freely Associated States (the 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 \$14,400.

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 \$15,400.

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, please notify IMLS as to who will be able to discuss the budget on the Project Director's behalf. Delays in negotiating budgets may impact your receipt of award.

5. 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.

6. 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.

D2d. Optional Documents

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.

D3. What are the registration requirements for submitting an application?

Before submitting an application, your organization must have a current and active D-U-N-S® number (a unique entity identifier), System for Award Management (SAM.gov) registration, and Grants.gov registration. Check your materials and registrations well in advance of the application deadline to ensure that they are accurate, current, and active.

If your D-U-N-S® number and SAM.gov registration are not active and current at the time of submission, your application will be rejected; if they are not active and current at the time an award is made, we may determine that you are not qualified to receive an award and use that determination as a basis for making an award to another applicant.

D3a. What is a D-U-N-S® number and how do we get one?

A D-U-N-S® number is a unique nine-digit number assigned to all types of business organizations, including nonprofits and government entities. [Click here to learn more about getting a D-U-N-S® number.](#)

D3b. What is the System for Award Management (SAM.gov) and how do we register?

SAM.gov is the official U.S. Government system that consolidated the capabilities of previous registration systems such as CCR/FedReg, ORCA, and EPLS. There is no fee to register with SAM.gov. [Click here to learn more about SAM.gov registration.](#)

D4. When and how must we submit our application?

All applications must be sent to McREL International. Printed applications must be postmarked no later than April 1, 2019. Please send the application package via some type of express mail or commercial carrier so that it will arrive at McREL International within a week of the deadline.

Send applications to: Dr. Katie Gao
McREL International
1003 Bishop Street, Suite 2200
Honolulu, Hawaii 96813
Email: kgao@mcrel.org
Phone: (808) 664-8178
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 McREL International by 11:59 pm Hawaii-Aleutian Time Zone on April 1, 2019. 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. Katie Gao at:

E-mail: kgao@mcrel.org

Phone: (808) 664-8178
Fax: (808) 664-8190

McREL International will determine whether an applicant meets the deadline and whether an application is complete. 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 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.

McREL International will notify IMLS of their recommended slate for funding. Grant awards are anticipated to be issued no later than July 31, 2019.

D5. Is there an intergovernmental review?

No. This funding opportunity is not subject to intergovernmental review per Exec. Order No. 12372.

D6. Are there funding restrictions?

You may only use IMLS funds for allowable costs as found in IMLS and OMB government-wide cost-principle rules. Please consult 2 C.F.R. pt. 200 and 2 C.F.R. pt. 3187 for additional guidance on allowable costs.

The following list includes some examples of generally allowable costs under this announcement:

- Library personnel
 - salaries, wages, and fringe benefits for library staff
- Materials, supplies, and equipment
 - books, journals, magazine subscriptions, electronic resources
 - library supplies
 - library automation software and related equipment
 - library furnishings
 - computers and software
- Services
 - presenter stipends related to public programs
 - after-school tutoring services
 - library-related consultants
 - technology consultants
 - digitization projects
 - internet access charges
 - fees for participation in networks and consortia that provide the library with direct services
- Education/Assessment, including:
 - costs for library staff to attend library-related continuing education courses and training workshops on- or off-site, including registration fees, travel, hotel, and per diem
 - costs for library staff to attend or give presentations at conferences related to library services, including registration fees, travel, hotel, and per diem
 - costs to cover temporary staff when regular staff are attending courses, workshops or conferences related to Education/Assessment

- costs to hire a consultant for an onsite professional library assessment, including library technology assessments and digitization expertise

You must explain all proposed expenses in your Budget Narrative.

The following list includes some examples of unallowable costs under this announcement:

- contributions to endowments
- social activities, ceremonies, receptions, or entertainment, including food, gifts, and promotional items
- construction or renovation of facilities (generally, any activity involving the construction trades is not an allowable cost)
- pre-award costs

Note: If you have questions about the allowability of specific costs, call IMLS staff for guidance.

D6a. How do we include costs for third parties?

It is your responsibility to determine whether each agreement you make for the disbursement of federal program funds to third parties casts the party receiving the funds in the role of a subrecipient or a contractor. Familiar terms for third parties can include partners, consultants, subgrantees, collaborators, vendors, or service providers. (See 2 C.F.R. § 200.330 (Subrecipient and contractor determinations).) IMLS grant funds may not be provided to any federal agency serving as a third party.

D6b. What are our options for including indirect costs in our budget?

Not more than 4% of the amounts received from IMLS under subchapter II (Library Services and Technology) of Chapter 72 of title 20 for any fiscal year by a State may be used for administrative costs (20 U.S.C. 9132(a)).

E. Application Review Information

E1. What are the review criteria?

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.

Please also see D2c 3 (Narrative) above for review criteria.

E1a. Is cost sharing considered in the review process?

Consideration of cost share is not included in the review process.

E2. 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 sections (above). Reviewer conflicts of interest are identified and addressed prior to review, and reviewers who may have conflicts with particular proposals will not be assigned to those proposals.

The IMLS 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.

E3. What is the designated integrity and performance system and how does IMLS comply with its requirements?

IMLS, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold (currently \$250,000 but periodically adjusted), 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).

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.

IMLS 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 2 C.F.R. § 200.205 (Federal awarding agency review of risk posed by applicants).

E4. When will we be notified of funding decisions?

We will not release information about the status of an application until the awards have been made. We expect to notify applicants of the final decisions in July 2019.

F. Award Administration Information

F1. How will we be notified of funding decisions?

We will notify successful applicants of funding decisions by email.

For applicants who receive awards, the award packet will be sent to the Project Director, Primary Contact/Grants Administrator, and Authorized Representative/Authorizing Official (as identified on the face sheet). The award packet will contain the following:

- cover letter;
- Official Award Notification for Grants and Cooperative Agreements (the authorizing document for the award);
- Conditions of Acceptance and links to the General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards
- Your period of performance will be included on your Official Award Notification for Grants and Cooperative Agreements. The award period of performance begins on the first day of the month in which project activities start and ends on the last day of the month in which these activities are completed.

F2. What are the administrative and national policy requirements?

Organizations that receive IMLS grants or cooperative agreements are subject to the IMLS General Terms and Conditions for IMLS Discretionary Grant and Cooperative Agreement Awards and the IMLS Assurances and Certifications. Organizations that receive IMLS funding must be familiar with these requirements and comply with applicable law.

In accepting a grant from the Institute of Museum and Library Services (IMLS), the grantee hereby agrees to abide by the following conditions for the conduct of the project activities and to abide by applicable law and requirements, including 20 U.S.C. Chapter 72 (in particular 20 U.S.C. section 9131(C)), and 45 C.F.R. ch. XI, and 2 C.F.R. ch. XXI). Grants issued to State and local governments are subject to 2 CFR part 200 and 2 CFR part 3187. In addition, you are subject to relevant nondiscrimination, debarment and suspension, Federal debt status, drug-free workplace, trafficking in persons, lobbying, and other grant-related laws.

In accepting a grant, the grantee assumes the legal responsibility of administering the grant in accordance with these requirements and of maintaining documentation, which is subject to audit, of all actions/expenditures affecting the grant.

The award you are receiving was based on the information provided in your application. Any substantial changes in your organization or operations since your submission of the application or any changes during the grant period which may affect the future eligibility status of your institution must be immediately reported to IMLS in writing.

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in Appendix One - IMLS Assurances and Certifications. By signing the face sheet, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance. Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your award and require you to return funds to the government.

F3. What are the reporting requirements?

Final Performance Report: IMLS does not require interim performance reports for these awards, only a final performance report. A one-page summary of grant activities is due for each

grant. Grantees may submit longer reports if they choose. There is no official form for this part of the final report. The report should include basic information concerning the grant such as grant number, dates of grant period of performance, description of the grant project and name of person submitting report. The authorized certifying official should sign and date the report. The description of the grant project should answer these questions:

- What community needs were addressed?
- What were the performance goals and any other goals of the grant project?
- Who was the targeted audience of the project?
- What activities were implemented to address the goals?
- How was the grant project evaluated?
- What were the results of the of the grant project?
- What was the impact on the people in the community?

IMLS is especially interested in the impact the project had on the people in the community.

Final Financial Report: IMLS does not require interim financial reports for these awards; only a final financial report. Grantees must use the financial status report provided by IMLS, not the standard form SF 425. The financial status report indicates whether all grant funds or only partial grant funds for a particular grant were expended and if any funds should be deobligated. The report form also indicates the amount of cash match provided by the grantee and the amount of administrative costs attributed to the grant. The Territories are not required to provide matching funds¹, but the Freely Associated States (the Federated States of Micronesia, the Republic of Palau, and the Republic of the Marshall Islands) are required to fund at least 34% of the total project costs (not just 34% of the IMLS costs). All grantees must report the amount of administrative costs, whether indirect or direct costs, charged to the grant, which must not exceed 4% of the grant award amount. The financial report should be signed by the authorized certifying official for the grant.

You must also comply with 2 C.F.R. §§ 180.335 and 180.350 and 2 C.F.R. pt. 3185 with respect to providing information regarding all debarment, suspension, and related offenses information, as applicable.

What do we need to know if the Federal share of our award is more than \$500,000 over the period of performance?

If the Federal share of your award is more than \$500,000 over the period of performance, you should refer to the post-award reporting requirements reflected in 2 C.F.R. pt. 200, Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters.

G. Contacts

G1. Who should we contact if we have questions?

IMLS staff are available by phone and email to answer programmatic and administrative questions relating to this grant program. If you have any questions about required documentation or the LSTA Program, contact Madison Bolls via email at mbolls@imls.gov, telephone at (202) 653-4786, or fax at (202) 653-4602.

Questions about applications and submission should go to Dr. Katie Gao at:

E-mail: kgao@mcrel.org

¹ 48 U.S.C. §1469a(d).

Phone: (808) 664-8178
Fax: (808) 664-8190

H. Other Information

H1. What do we need to know about acknowledging IMLS support?

Grantees must include an acknowledgement of IMLS support in all grant products, publications, websites, and presentations developed with IMLS funding. All work products should reference IMLS and include the associated grant award numbers. [Click here for the Grantee Communications Kit](#), which provides guidance for fulfilling these requirements.

H2. What should we do if we are including confidential or proprietary information in our application?

IMLS may share grant applications, work products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum, library, and information services. These materials may be disseminated broadly and made available in a variety of ways and formats.

For the above reasons, you should not include in your application any information that you consider to be confidential or proprietary. However, if you do decide to provide information that you consider confidential or proprietary, you must clearly identify it as such. IMLS will handle confidential and proprietary information in accordance with applicable law (e.g., Freedom of Information Act [FOIA] and Privacy Act).

H3. What do we need to know about sharing and copyright of IMLS-supported work products and managing digital products?

Read more about [sharing and copyright of IMLS-supported work products](#) and [management of digital products](#) (including research data and other digital content) produced with IMLS support.

H4. What conflict of interest requirements must we follow?

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. [Click here for more information about IMLS conflict of interest requirements.](#)

H5. Where else can we find additional information about IMLS?

You can check the [IMLS website](#) for information on IMLS and IMLS activities.

H6. Is IMLS obligated to make an award as a result of this announcement?

IMLS is not obligated to make any Federal award or commitment as a result of this announcement.

Appendix One - 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. 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 SF-424S.

Assurances Statement

By signing the face sheet, the authorized representative, on behalf of the applicant, assures and certifies that, should a Federal award be made, the applicant will comply with the statutes outlined below and all related IMLS regulations (for example, see 2 C.F.R. ch. XXXI and 45 C.F.R. ch. 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 representative 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:

1. 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 Exec. Order No. 13,166, 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));
2. 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. pt. 1170 in determining compliance with section 504 as it applies to recipients of federal assistance);
 3. Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–1683, §§ 1685–1686), which prohibits discrimination on the basis of sex in education programs;
 4. 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; and
 5. 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. pt. 3185 and 2 C.F.R. pt. 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:

1. are presently excluded or disqualified;
2. 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;
3. 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
4. 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. pt. 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. pt. 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. pt. 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. pt. 3186, which adopts the Government-wide implementation (2 C.F.R. pt. 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 for Certain Projects

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 C.F.R. § 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 C.F.R. pt. 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, see 54 U.S.C. § 306108), Exec. Order No. 11,593) and any related applicable preservation laws.

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 Exec. Order No. 11,514;
- b. notification of violating facilities pursuant to Exec. Order No. 11,738;
- c. protection of wetlands pursuant to Exec. Order No. 11,990, as amended by Exec. Order No. 12,608;
- d. evaluation of flood hazards in floodplains in accordance with Exec. Order No. 11,988, 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, or as otherwise designated.

Research on Human Subjects

The authorized representative, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. pt. 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.

For further information on these certifications, contact IMLS, 955 L'Enfant Plaza North, SW, Suite 4000, Washington, DC, 20024-2135. Or call 202/653-IMLS (4657).

Appendix Two – Required Federal Systems

Getting a D-U-N-S® Number

All non-federal entities are required to have a Dun and Bradstreet Data Universal Numbering System (D-U-N-S®) number (a unique entity identifier) in order to apply for, receive, and report on federal awards.

You should verify that your organization has a D-U-N-S® number. You can get one within two business days at no cost by calling the dedicated toll-free D-U-N-S® number request line at 1-866-705-5711 or by visiting <https://www.dandb.com/free-duns-number>.

Registering for SAM.gov

The System for Award Management (SAM) is a federal repository that centralizes information about grant applicants and recipients. You must be registered with SAM.gov before you register with Grants.gov. [Click here to find information about registering with SAM.gov](#).

We recommend that you allow at least two weeks to complete your SAM.gov registration. You must renew your registration in SAM.gov at least every 12 months—and sooner, if your information changes. An expired registration will prevent you from submitting applications via Grants.gov and receiving awards or payments. Grant payments will be made to the bank account that is associated with your SAM.gov registration.

Appendix Three – Explanation of Forms for Reference

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 Costs	\$	\$	\$	
Total Direct Costs	\$	\$	\$	
Administrative Costs*	\$	\$	\$	
TOTAL OF IMLS FUNDS	\$			
TOTAL MATCH**				
(Cash + In-Kind Contributions)		\$		
TOTAL AMOUNT FOR PROJECT				
(IMLS Funds + Match)			\$	

* Not more than 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 must be 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
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 ▶**

Indirect Costs

What are indirect costs?

Indirect costs are expenses that are incurred for common or joint objectives that cannot be easily identified with a particular project. Some examples include utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization. See 2 C.F.R. pt. 200 for additional guidance.

What are our options for calculating and including indirect costs in our project budget?

Not more than 4% of the amounts received from IMLS under subchapter II (Library Services and Technology) of Chapter 72 of title 20 for any fiscal year by a State may be used for administrative costs (20 U.S.C. 9132(a)).

Student Support Costs

It is not anticipated that this Program would involve Student Support; please contact the IMLS Program Office if you have any questions.

Students are understood to be:

- Students enrolled in a community college, undergraduate, or graduate program of study.
- Individuals participating in post-master's or post-doctoral programs which are focused on supporting their career or professional development.
- Library, archive, and museum staff participating in education and training activities focused on their career or professional development.

Examples of student support include:

- Tuition support for students participating in the project.
- Salaries or stipends for graduate assistant work, so long as their work is focused on research and teaching activities (therefore contributing to their education).
- Pay and benefits for a resident or fellow to work in a position that is intended to support their learning outcomes or professional development.
- Costs for travel and conference registration provided to support a student or participant's learning outcomes or professional development.
- Costs of supplies and equipment provided to students to support a student's learning outcomes or professional development.

Activities not considered student support include:

- Students employed in roles that are primarily administrative or clerical, doing work that is not primarily focused on their career or professional development. These costs should be listed in the salaries and wages section of the budget, and tuition paid on behalf of these students would not be considered student support.

Appendix Four – IMLS Products Guidance

Guidance for Projects that Develop Digital Products

What are digital products?

IMLS broadly defines digital products as any digital content, resources, assets, software, or datasets that you may create, collect, or develop during the course of your project.

IMLS is committed to expanding public access to federally funded research, data, and other digital products. The assets you create with IMLS funding require careful stewardship to protect and enhance their value, and they should be freely and readily available for use and re-use by libraries, archives, museums, and the public.

IMLS participates in the Federal Agencies Digitization Guidelines Initiative (FADGI), a collaborative effort by federal agencies to define common standards, guidelines, methods, and best practices for creating digital collections. The FADGI website includes a growing list of links to relevant standards, recommendations, and other resources. While this list is not exhaustive—nor do we endorse any specific resource—applicants considering digital projects may find the information useful. [Click here to access the FADGI website.](#)

Access to Work Products and Documents from IMLS-Supported Projects

How should we share our work products from IMLS-supported projects?

All work products resulting from IMLS funding should be distributed for free or at cost unless we have given you written approval for another arrangement. We encourage IMLS grant recipients to share their work products (including publications, datasets, educational resources, software, and digital content) whenever possible through free and open-access journals and repositories. We expect you to ensure that final peer-reviewed manuscripts resulting from research conducted under an award are made available in a manner that permits the public to access, read, download, and analyze the work without charge. Wide dissemination of the results of IMLS-funded projects advances the body of knowledge and professional practice in museum, library, and information services.

What project documents might IMLS make openly accessible?

We may share grant applications, work products, and reports with grantees, potential grantees, and the general public to further the mission of the agency and the development of museum, library, and information services. We require that your final report include one copy of each written product you create, unless otherwise instructed. These materials may be disseminated broadly and made available in a variety of ways and formats.

What do we need to know about copyright and works produced with IMLS support?

You may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. However, we reserve, for federal government purposes, a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. We encourage you to make your works produced with IMLS support widely available, including through the use of open licenses.

What do we need to know about digital products produced with IMLS support?

IMLS is committed to expanding public access to federally funded digital products (i.e., digital content, resources, assets, software, and datasets).

Appendix Five – Additional Requirements

Conflict of Interest Requirements

What conflict of interest requirements must we follow?

As a non-federal entity, you must follow IMLS conflict of interest policies for federal awards. You must disclose in writing any potential conflict of interest to an IMLS Program Officer, or to the pass-through entity if you are a subrecipient or contractor. This disclosure must take place immediately whether you are an applicant or have an active IMLS award.

The IMLS conflict of interest policies apply to subawards as well as contracts, and are as follows:

- As a non-federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a subaward or procurement action involving a related organization.