



Library Services and
Technology Act

LSTA

Information and Guidelines for Wisconsin

2010

Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning



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Wisconsin Department of Public Instruction
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Introduction

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2010* is produced by the Wisconsin Department of Public Instruction, Division for Libraries, Technology, and Community Learning, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2010, the requirements and criteria by which grant applications will be rated, the grant review and award process, and forms related to the administration of the program.

The LSTA was signed into law on September 30, 1996. FY 97 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence, in various forms and with various priorities, since 1956. In 2003 LSTA was reauthorized by Congress through 2009.

The LSTA program is administered at the federal level by the Institute of Museum and Library Services (IMLS). The Catalog of Federal Domestic Assistance (CFDA) number for LSTA is 45.310.

Purposes of LSTA

The LSTA program represents a modernization and reconfiguration of the LSCA, building on the strengths of that program but sharpening the focus on technology, resource sharing, and targeted services. The LSTA purposes as revised in September 2003 (PL 108-81) are:

- *Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages*
- *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- *Providing electronic and other linkages among and between all types of libraries*
- *Developing public and private partnerships with other agencies and community-based organizations*
- *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills*
- *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.*

Advisory Committee

The membership of the LSTA Advisory Committee includes representatives of public and other types of libraries, and of the users of libraries. It includes representation from different sizes of libraries and different geographic areas of the state. Library systems are also represented on the committee. Members of the committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The committee meets twice a year—a two-day meeting in the spring and a two-day meeting in the fall. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries, Technology, and Community Learning on the following: development of the long-range plan; policy matters arising from the administration of the program; establishment of annual grant criteria, priorities, and categories; the process and calendar for each year; grant applications and recommendations for grant awards; and evaluating grants.

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Preliminary Budget 2010*

The amount of LSTA funds estimated to be available for LSTA projects January through December 2010 is:

FY 2010 Estimate			
Appropriation	\$ 3,162,937		
Carryover	100,000		
Total	\$3,262,937		
		Preliminary Amount	Preliminary Amount
A. Technology			
DLTCL- Reference and Loan		\$ 713,600	
DLTCL-WISCAT		608,500	
DLTCL-Library Improvement		140,500	
Library System Technology		350,000	
Innovative Uses of Technology		50,000	
Shared Int. Sys. Schools Study		20,000	
Digitization-Local Resources		30,000	
Digitization-Large Libraries		30,000	
Virtual Reference		73,000	
Delivery Projects		90,000	
Health Info. Awareness & Access		20,000	
Statewide Library Access		38,000	
Web-Conference Software		18,000	
Subtotal		\$2,181,600	
B. Special Needs			
Literacy			250,000
Job Search & Employment Support			150,000
Accessibility – Public Library Systems			150,000
Subtotal			\$ 550,000
C. Library Improvement			
DLTCL-Library Improvement			\$ 333,068
DLTCL-Communication and Planning			25,000
School Media Staffing Summit			20,000
Multi-type Planning & Collaboration			25,000
Subtotal			\$403,068
D. LSTA Administration			
DLTCL-LSTA Administration			\$ 126,517
TOTAL			\$3,261,185

The grant categories and the dollar amounts may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made.

Schedule for 2010

April 8-9, 2009	LSTA Advisory Committee recommends grant categories/budget for 2010
June 2009	Grant information to potential applicants
June 2009	Information session on the LSTA grant program for 2010
September 11, 2009	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 11, 2009. (Only online applications are acceptable.)
September 2009	Grant application reviewer pool selected
September 2009	Reviewers trained and applications distributed
October 2009	Reviewer reports due
November 2009	LSTA Advisory Committee meeting to consider grant applications
December 2009	Grant award announcements
December 2009	Grant application appeals filed (within 30 days of notification)
January 2010	Projects begin
July 16, 2010	Six-month evaluations due
December 30, 2010	End of 2010 project year
February 15, 2011	Final evaluations due, all claims submitted and projects closed

Consultation

Consultation on grant ideas and the application process is available from the Division for Libraries, Technology, and Community Learning staff upon request. If help is desired in a particular category, contact one of the staff members listed below. If you have any general questions or are unsure of the person to call, contact Terrie Howe, LSTA program coordinator.

Grant Category	Contact Person	Telephone	Email
Technology Projects	Bob Bocher	(608) 266-2127	robert.bocher@dpi.wi.gov
Digitization / Virtual Reference	Sally Drew	(608) 224-6161	sally.drew@dpi.wi.gov
Special Needs Projects	Barb Huntington	(608) 267-5077	barbara.huntington@dpi.wi.gov
Health, Multi-type, General	Terrie Howe	(608) 266-2413	teresa.howe@dpi.wi.gov

Grant Categories 2010

The grant categories and the dollar amounts listed below may be revised on the basis of the total dollars available, applications submitted, and other factors, before final awards are made.

LSTA grants and grant categories are not guaranteed for more than a one-year time period. New applications must be submitted and approved for each year. There are competitive and noncompetitive grant categories. If a category is listed as noncompetitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among all the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.

The Children's Internet Protection Act (CIPA), passed in December 2000, mandates the use of Internet filters in libraries that participate in the LSTA program if the LSTA funds are used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet. (For CIPA compliance information, see the division's CIPA FAQ at <http://dpi.wi.gov/pld/cipafaq.html>. The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.)

LSTA funds may not be used for entertainment costs; therefore, performance costs may only be reimbursed with LSTA funds if the performance is primarily for educational purposes and is necessary as part of the outreach effort. All proposed projects must meet at least one of the stated LSTA purposes.

• Delivery Services

Noncompetitive; Estimated Total Expenditures: \$90,000
Eligible Applicants: Northern Waters Library Service (NWLS); South Central Library System (SCLS)

Purpose: \$15,000 will be used to provide a subsidy to the Northern Waters Library System for the cost of in-system delivery and the cost of connecting to the statewide delivery backbone network. \$75,000 will be used to provide a subsidy for the statewide delivery backbone network operated by the South Central Library System.

• Digitization – Local Resources

Competitive; Estimated Total Expenditures: \$30,000
Eligible Applicants: Public libraries, public library systems, and state government agencies. First time applicants are encouraged. If applicants have submitted an application in the past, they are required to list new and repeat participants in the application.

Purpose: This category will allow public library systems, libraries, and state government agencies to digitize historical resources that may be unique or of local interest. It is anticipated that the Division will award no more than seven grants. Public library systems may submit grants that incorporate materials selected from more than

one library, and system staff is encouraged to assist libraries in the process of selecting materials and development of metadata.

Applicants awarded grants will be required to work with the Division and University of Wisconsin Digital Collections Center (UWDCC – <http://digioll.library.wisc.edu/WI/>) which will be responsible for scanning materials, creating metadata for text-based materials, formatting information for web display, and hosting the web site. Digitized materials will be placed on the web site as part of the UW-Madison Libraries’ State of Wisconsin Collection. Libraries and state government agencies will also receive high resolution copies for local use as a part of the project.

Libraries and state government agencies can apply for grants that are between \$2,000 (minimum) and \$5,000 (maximum) to pay for the costs associated with the work done by UW-Madison Libraries. Depending on what kinds of materials are being digitized, the cost could vary from \$.75-\$3.50 per image. A briefing session will be held for potential applicants during the grant submission timeframe so that they can develop a more accurate budget and have a better understanding of how much time they will need to commit to the project. Training will be provided each applicant awarded a grant.

There is no specific matching fund requirement. However, applicants are expected to document in their application that they can supply sufficient staff hours to attend training, select materials that have no copyright restrictions, develop metadata, and publicize the project to their community’s residents. With guidance from the UWDCC, grantees will be required to create descriptive metadata for each individual multimedia object (book, photograph, postcard, newspaper clipping, pamphlet, etc.) These materials will be presented using UWDCC’s Site Search model. Grantees will need to supply a single bibliographic or catalog record for books (local histories, plan maps, city directories). These materials will be presented using the UWDCC’s Electronic Facsimile or “pageturner” model. If possible, Optical Character Recognition (OCR) text will be created for all text-based materials. This facilitates full-text searching within the “pageturner” model. The quality of OCR results depends greatly on the print quality of the original item. In some cases, grantees may want to hand edit the resulting OCR text for maximum search results.

• **Digitization – Large Library Resources**

Competitive; Estimated Total Expenditures \$30,000
Eligible Applicants; Public libraries with a population over 100,000

Purpose: This category will allow large public libraries to digitize historical resources that may be unique or of state or local interest. Applicants may work with the Division and University of Wisconsin Digital Collections Center (UWDCC – <http://digioll.library.wisc.edu/WI/>) or may manage their own digitization processes and provision of access. If projects are locally managed, funds may be used for scanning equipment, software, or staffing. Collections maintained locally must accommodate the standards necessary for harvesting of metadata by the Wisconsin Heritage Online (WHO) gateway. The LSTA cost should not exceed the cost of working with UWDCC of \$.75-\$3.50 per image depending on the type of material being digitized. The project must demonstrate the ability of the library to sustain web access to digitized images and to continue to utilize the equipment and software purchased for ongoing operations. The maximum cost for each institution applying for a grant shall be \$15,000.

• **Innovative Use of Technology**

Competitive; Estimated Total Expenditures: \$50,000
Eligible Applicants: Public libraries and library systems

Purpose: Funds will assist public libraries and public library systems to implement programs or services that demonstrate an innovative or interesting use of technology in the library. Such programs or services must be targeted at enhancing library services to patrons.

Funding and Use of Funds

Grant funds will be allocated based on a maximum of \$5,000 per library applicant and a maximum of \$20,000 per system applicant. Funds may be used to support costs associated with implementing a program or service that demonstrates an innovative or interesting use of technology in the library. The purchase/licensing of content that substantially overlaps the content available via BadgerLink is not eligible for funding. **Projects that involve video gaming are not allowed in this category.**

• **Public Library System Technology Projects**

Noncompetitive; Estimated Total Expenditures: \$350,000
Eligible Applicants: Public library systems

Purpose: Funds will assist public library systems in meeting the technology needs of their system and member libraries. The funds will be distributed to the systems using a formula with a base allocation of \$2,500 per system and the remaining funds allocated on the basis of system area (33.3%) and system population (66.7%). The funding allocation to public library systems for this category is as follows:

Arrowhead	\$ 9,600	Mid-Wisconsin	\$17,400	Southwest	\$14,100
Eastern Shores	\$11,300	Milwaukee	\$37,000	Waukesha	\$17,400
Indianhead	\$34,100	Nicolet	\$28,600	Winding Rivers	\$22,500
Kenosha	\$ 8,900	Northern Waters	\$24,000	Winnefox	\$19,100
Lakeshores	\$14,500	Outagamie Waupaca	\$13,800	Wisconsin Valley	\$27,200
Manitowoc- Calumet	\$ 8,500	South Central	\$42,000		

Library systems must complete an application form in sufficient detail for division staff to make certain the funds are spent in accordance with the criteria listed for the categories below. Library systems must address how and to what extent they involved their member libraries in developing the system’s application. The following are some possible uses of the funds in this category.

- System WAN upgrades including increasing bandwidth
- Direct Internet connections (requires compliance with CIPA)
- Shared integrated systems (joining, merging, upgrading)
- Experimentation with electronic books
- Adaptive devices and information and training in using those devices
- Staff and patron training related to using technology-dependent services and programs
- Technology consulting and troubleshooting services for member libraries
- System and library digitization projects
- Virtual reference service
- Distance education equipment
- Online databases (see funding condition below)
- Web development or maintenance
- Library LAN upgrades
- Other innovative uses of technology

Projects that involve video gaming are not allowed in this category.

Funding online databases

Using LSTA funds to pay for access to online databases is eligible only if the database(s) do not substantially overlap with content available via BadgerLink. Systems applying in this area must *list the databases* to be purchased and provide specific information that indicates there is very little or no overlap. The cost of the databases must also be clearly indicated in the budget area of the grant. The projects in this category must be consistent with the Wisconsin Library Technology Strategic Plan and the system technology plans.

• **Health Information Awareness and Access**

Competitive; Estimated Total Expenditures: \$20,000

Eligible Applicants: Public libraries, public library systems, health libraries. Applicants should consider joint projects, showing partnerships with other organizations. Preference will be given to proposals including multi-type library environments.

Purpose: The underlying goal is to expand access to quality health information resources available to the public by providing electronic tools and by training public librarians to direct people to the best health resources.

General Requirements:

- Proposed health information literacy projects must involve multiple organizations that promote health information literacy, e.g., health sciences libraries, schools of health education, National Library of Medicine.
- Proposals must address educational and training development for librarians who will share the best health resources with the public.
- Proposals could identify and address health information needs of special/underserved populations or the general public. See Healthy Wisconsin People 2010:
<http://dhs.wisconsin.gov/statehealthplan/implementation/pdf-files/summary.pdf>
- Proposals could involve a needs assessment or survey to determine health information needs and target populations.
- Proposals will include a public awareness component to the best health literacy materials.
- Proposals should include a method of sustainability for maintaining this effort.

Grant Funds May be Used to:

- Design and maintain Web pages and online health information resources for caregivers; design and publish other resources as determined by local health information needs.
- Plan and execute educational training opportunities in health information literacy awareness for librarians.

• **Virtual Reference Service**

Noncompetitive; Estimated Total Expenditures: \$73,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to subsidize a statewide contract for 24x7 coverage for virtual reference services in conjunction with the statewide Ask?Away program sponsored by Wisconsin Library Services (WiLS) in partnership with other libraries in Wisconsin and nationally. Libraries of all types will be able to participate by placing a logo on their website regardless of whether or not their library staff contributes time to the service.

Mission statement:

The statewide virtual reference service provides all Wisconsin residents with 24/7 online reference service through a global consortium. Patrons can access the service through a logo at their local library or through a central website.

• **Shared Automated System – Schools-Study**

Noncompetitive; Estimated Total Expenditures: \$30,000

Eligible Applicant: Division for Libraries, Technology and Community Learning

Background: During FY 2008 and FY2009, LSTA sponsored the Division in conducting a demonstration project to study the advantages and disadvantages of a school library shared integrated automation system between CESA 10 and interested public school libraries and their districts. Facilitated by a research consultant, data collected during these demonstration projects and from new and past data sources will be compiled, analyzed, and reported to the

Division through this FY2010 LSTA study. This consultant may facilitate a work group and/or focus groups during this study. This study will address projected costs, optimum size and feasibility/desirability of intra-system, inter-system and statewide coordination or operation of shared integrated library systems for school libraries.

Purpose

This category will study the feasibility and desirability of shared integrated library automation systems for Wisconsin school libraries. For the purpose of this study data will be compiled, analyzed, and reported from the LSTA demonstration project, DPI surveys, and new needs assessment tools. The results of this study combined with an analysis of other assessment data will provide guidelines for future development of shared ILS for schools, and for the development of statewide policies. The results of this study combined with an analysis of other assessment data will provide guidelines for future development of shared ILS for schools and for the development of statewide policies.

• Statewide Library Access

Noncompetitive; Estimated Total Expenditures: \$38,000
Eligible Applicant: Division for Libraries, Technology and Community Learning

The Division would continue the planning project for statewide library access begun in 2009 and monitor the implementation progress of a voluntary program. Outcomes of the planning process are intended to include the scope, purpose, protocols, and guidelines of the statewide library access program, funding needed to implement the program, technical concept papers related to authentication and interoperation functions, and design of pilot and implementation programs.

• Web Conferencing Software

Noncompetitive; Estimated Total Expenditures: \$18,000
Eligible Applicants: DLTC

Purpose: Funds will enable library systems and DLTC to demonstrate a uniform software platform for continuing education and meetings. This common application will help to minimize travel time as well as costs for small and large staff training and meetings.

Funding and Use of Funds

\$1000 per system and to DLTC will be allocated toward the purchase of a user license for libraries of all sizes to participate in regional or statewide meetings or workshops by using VoIP and integrated phone conferencing software and enable visual sharing of materials. Software selection will be determined at the fall 2009 meeting of system continuing education coordinators.

• DLTC: Public Library Development – Technology

Noncompetitive; Estimated Total Expenditures: \$140,500
Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds in this category are used to support the Public Library Technology Consultant position. This amount includes funding of a statewide meeting of public library system technology liaisons, and continuing education opportunities for the consultant. This position provides statewide leadership for the implementation of technology in public libraries, provides support for LSTA library technology grant applications and projects, and serves as the liaison to the federal e-rate telecommunications program and the TEACH Wisconsin program for Wisconsin public libraries. It also coordinates the implementation of the Bill and Melinda Gates Foundation public library grant program in Wisconsin.

• **Accessibility in Public Libraries / Public Library Systems**

Noncompetitive; Estimated Total Expenditures:

\$150,000

Eligible Applicants: Public Library Systems

Purpose: To promote and demonstrate the role public libraries play in meeting the informational needs of people with disabilities. Funds will be used by public library systems to assist their member libraries and branches with purchasing and installing the technology and other adaptive equipment needed to increase accessibility for people of all ages who have mobility, vision, and/or hearing disabilities, and to provide member librarians with the training to use the equipment effectively.

Allocation of Funds: The funds will be distributed to systems using a base allocation of \$2,000 per system.

Arrowhead Library System Total	\$7,500
Eastern Shores Library System Total	\$7,800
Indianhead Federated Library System Total	\$9,900
Kenosha County Library System Total	\$7,500
Lakeshores Library System Total	\$8,400
Manitowoc-Calumet Library System Total	\$6,900
Mid-Wisconsin Federated Library System	\$8,700
Milwaukee County Federated Library System	\$13,800
Nicolet Federated Library System Total	\$9,600
Northern Waters Library Service Total	\$7,200
Outagamie Waupaca Library System Total	\$8,100
South Central Library System Total	\$12,600
Southwest Wisconsin Library System Total	\$7,200
Waukesha County Federated Library System	\$9,300
Winding Rivers Library System Total	\$8,400
Winnefox Library System Total	\$8,700
Wisconsin Valley Library Service Total	\$8,400
TOTAL	\$ 150,000

General Requirements:

Library systems must complete an application form in sufficient detail for division staff to assure the funds are spent in accordance with the criteria listed. Systems must address the process they used to involve their member libraries in developing the system's application.

The projects must be consistent with the DLTC publications, *Wisconsin Adults with Special Needs: A Resource and Planning Guide* and/or *Wisconsin Youth with Special Needs: A Resource and Planning Guide*, which serve as the Division's strategic plan for people with special needs. Of particular importance is the need for the systems to address Collaboration, Planning, and appropriate Marketing elements.

All systems participating in this category are expected to provide the training needed for staff to use the equipment and to assist participating libraries with the use of appropriate marketing techniques to reach the targeted audience for whom the equipment or technology was purchased. Collaboration with partnering agencies and to market the new technology or equipment is expected.

Use of Funds

- Purchase equipment, software, or technologies directly related to enhancing the accessibility of public library buildings, services and resources for people who have mobility, hearing, or vision limitations or disabilities.

- Systems may choose to select one product or service to place in all libraries that need them or to address several needs at the same time. Selecting one disability area is strongly encouraged to simplify the administration of the project.
- Computer workstation accommodations might include:
 - trackballs or other alternate input devices
 - 19 inch or larger monitors
 - keyboard cords longer than 72 inches
 - adapted keyboards (ex: oversized keys, Braille keys, color coded keys)
 - scanners
 - accessible workstation carts or tables
 - specialized software that enlarges text (ex: Window Eyes) or that enlarges and reads text (ex: ZoomText)
- Accommodations for people with mobility limitations might include wheelchairs, wheeled walkers with seats, and/or shopping carts.
- Funds may be used to retrofit an existing door at a public entrance with an electronic door opener for a maximum of \$3000 per library, if:
 - Neither the existing door nor the door frame is replaced.
 - the entrance is otherwise accessible and no barriers exist to prevent someone in a wheelchair from moving from the parking lot or street to the entrance door, as verified by the system
 - the door has never had an electronic opener
 - the library has not received LSTA funding in the past to retrofit a door
 - the funds do not offset new building or remodeling construction costs
 - the library building or last remodeling project is at least five years old
- Accommodations for people with a vision loss or who are blind might include hand magnifiers, magnifying pens, portable full spectrum lighting, portable scanners, and stand alone scanner readers (ex: Kurzweil).
- Accommodations for people with a hearing loss or who are deaf might include portable individual sound amplifier devices, telephones with amplified sound capability, microphone and/or sound system, installation of a sound loop system in a public meeting room, purchase of TTY/TTD, and specialized voice recognition software that translates spoken word to written text (ex: Dragon Naturally Speaking).
- Other technologies or equipment that advances the purpose of the category are allowed.

- **JOBS—Searching, Training & Support**

Competitive, Estimated Total Expenditures:

\$150,000

Eligible Applicants: Public libraries and library systems. Public libraries and library systems can submit joint grants with other public libraries and systems. Maximum grant is \$20,000. Preference is given to applicants serving areas with higher than average unemployment rates.

Purpose: Assist the public library community in responding to the economic situation that has affected families and individuals across the state. Applicants will use the funding to serve people who are unemployed, underemployed, and/or seeking to improve their job skills. The intent of this funding is to facilitate and encourage libraries to collaborate with local, regional, and state agencies that are already working to help the targeted population. Applicants must identify collaborating partners at the system and/or local levels.

Grant funds may be used to:

- Provide training for librarians on how best to serve the targeted population.
- Purchase resume and job hunting strategy materials, in the context of a larger outreach effort.
- Enhance existing employment support efforts by member libraries.
- Create job centers within libraries with resources to help jobseekers.
- Offer introductory computer instruction for workers who have not used computers before or advanced computer classes to help workers improve their skills. Classes can be adapted for non-English speakers or people with disabilities.
- Offer classes on using Internet job sites to find jobs.

- Purchase a library subscription to a test preparation service like Learning Express, which helps people practice to take the GED, ACT, SAT, TOEFL, etc.
(www.learnatest.com/LEL/index.cfm/?HR=http://www.wvinfo depot.org/)
- Set up a response to requests for proctoring exams such as on-line courses, GED testing, etc. Funding can be used to train staff at all libraries to understand how to manage proctoring requests and how to write policy.
- Purchase up to one computer workstation or laptop computer, and job software, per library for in house use to which jobseekers will have priority.
- Purchase a mobile computer lab including a wireless printer. (Applicants need to justify the purchase of their lab and identify their trainer as part of the budget section on the application.) Applicants must agree to dedicate this lab equipment exclusively to employment related activities through December 2010.
- Collaborate with the Division of Workforce Development, technical colleges, or other local employment agencies to provide job information sessions.
- Collaborate with local high schools to make job and career information available to the public who are not high school students.
- Offer services such as free resume writing assistance, resume reviews, interview practice, and help with completing job applications for adults and teens, or for seniors returning to the workforce.
- Offer word processing services for resumes and cover letters for people who do not know how to use a computer.
- Help libraries develop web site pages on job searching.
- Allow libraries to have a presence at, or to host, job fairs.
- Host displaced worker discussion and support groups in collaboration with employment support agencies.
- Host sessions offering families tips for coping in hard times such as:
 - Local school district information sessions on free and reduced lunches and breakfast, family counseling, school supply assistance, etc.
 - Local school or nursing services dieticians preparing nutritious, very low cost meals
 - Information sessions by social service agencies on WIC, child care assistance, food stamp information, Badger Care insurance, etc.
 - Information from local lending agencies and attorneys on foreclosure, mortgage assistance, and bankruptcy
- Provide programming for children when their parents are attending a class or session related to employment search support, which may include a healthy snack.
- Cover the cost of printing and mailing information about the library's job and employment resources and programs.
- Cover costs of a staff person, who is not currently working full time, to coordinate efforts or teach related computer classes, etc., by adding hours or working under a limited term contract. The LSTA funding must not supplant local funds.
- Provide up to \$500 per library to cover the costs to install public WiFi access, in the context of a larger project involving employment service agencies
- Fund other activities that address the general purpose of this category.

Examples of possible partnering agencies:

- Local or regional offices of the Department of Workforce Development
- County job centers and work force development agencies
- Local schools (especially guidance counselors and high school librarians)
- Goodwill Industries
- Chamber of Commerce
- Local employers who have cut jobs and are trying to help workers find new jobs.
- Technical Colleges and Universities
- Other community organizations, such as faith based organizations, and social service providers.

- **Literacy**

Competitive; Estimated Total Expenditures: \$250,000

Eligible Applicants: Public libraries, public library systems, correctional libraries. Public libraries may submit joint projects and systems may submit projects on behalf of multiple libraries in their system area.

Purpose: To promote and demonstrate the role of public and correctional libraries in improving literacy and reading skills for people having difficulty using libraries because of their educational, cultural or socioeconomic background.

General Requirements:

In general, LSTA funding is intended as start-up funding. If a project is a continuation or expansion of a previous project, applicants are required to justify the continuation or expansion using LSTA funds.

- LSTA funds may be used for staff costs, but cannot be used to supplant local or system funds.
- Book giveaways are discouraged because they are rarely sustainable.
- Projects must involve other organizations and institutions that promote literacy in the planning, implementation and evaluation of the project. All literacy projects must include a marketing plan that targets people who do not use print, do not read well or speak English.
- All literacy projects must include the purchase of at least some GED preparation materials, unless the library can document it already has these materials. Print materials should have a copyright of 2002 or later.
- This category is not a general collection development or standards category. Book and tape combinations, videos and software for people with learning or other disabilities or who are learning English are encouraged.

Grant Funds May be Used to:

- Initiate projects aimed for at-risk teens that are in alternative high school programs, group homes, detention facilities, jails or prisons, or adults in jails or prisons that are in need of literacy services. Middle and high school students who are struggling with literacy skills in regular programs are also eligible.
- Initiate projects for families or individuals who use English as their second language.
- Initiate family literacy projects which address the literacy needs of families in which a parent is in need of literacy or English language instruction.
- Initiate outreach services at a location other than a library in collaboration with agencies already working with the targeted children or adults. (Day care centers, schools especially special education classes, camps for children with special needs, literacy providers).
- Promote early literacy by targeting children under the age of five. The project should target group of parents who—are teens, use a language other than English in their homes, live in poverty, are incarcerated; or target day care providers who care for the children of these targeted parent groups, or grandparents raising their grandchildren. Funds can be used to purchase specialized furniture, play equipment, and resources designed specifically for use by children under the age of three. Projects that promote early math and science literacy skills are encouraged.
- Other projects that advance the purpose of this category.

- **Multi- type Library Collaboration**

Competitive; Estimated total expenditure \$25,000

Maximum Grant Size: \$ 2500

Eligible Applicants: Public, School, Academic Libraries or Regional agencies. All projects must involve more than one type of library.

Purpose: Demonstrate collaboration between multi-type libraries in communities or regions to enhance local/regional library services for library patrons. Projects must result in opportunities for local/regional residents

to access previously unavailable resources, establish shared collections, and/or plan for ways to identify and communicate with the public about the availability of unique resources to enhance learning to build 21st century skills. Highly ranked grants will focus on establishing relationships to expand collaboration between community/regional libraries. A successful grant would need to include a plan to bring multi-type library partners together. The desired result is greater multi-type library cooperation providing a larger return on investment, increased access to resources and strategies to build 21st century skills.

Eligible Use of Funds:

- Planning for collaboration between multi-type libraries including cost of facilitator
- Develop strategies to increase resource sharing, identify and communicate about unique resources
- Design and produce web-based portals to promote unique resources and facilitate resource sharing
- A Collaboration Summit including county-wide/public library system/school/higher education library personnel. A proposal would include a need for a multi-type team to attend such a summit, ensuring that public library personnel would bring along another person from another type of library (school, higher-ed) and attend the summit together. Goal: exploring and planning ways to expand collaboration
- Public/school library plan to address 21st century skills – what does each entity have to offer 21st century learners?
- Identifying and communicating about career resources available through schools/public libraries/higher education institutions.

• School Library Media Summit

Noncompetitive; Estimated Total Expenditures: \$20,000

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: The Council on Library and Network Development (COLAND) recommended a statewide visioning/strategic planning summit to address the ongoing issues related to staffing school library media centers with certified teacher librarians/library media specialists in the state of Wisconsin. School district funding concerns and a shortage of certified library media specialists has caused staffing levels in Wisconsin to decline for more than four years. There is a need for LSTA funds to be set aside to support this upcoming planning and summit that is a collaborative venture between the Division, COLAND and the new State Superintendent of Public Instruction.

• Reference & Loan Library

Noncompetitive; Estimated Total Expenditures: \$713,600

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to support statewide technology programs and development of automated systems for interlibrary loan, reference request referral, virtual reference services, BadgerLink, the Wisconsin Document Depository Program and Wisconsin Digital Archive, and Reference and Loan Library technical infrastructure.

• WISCAT

Noncompetitive; Estimated Total Expenditures: \$608,500

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will be used to subsidize the cost of the WISCAT program. Funds will be allocated for staff, vendor contract costs, and other related costs. Some revenue for the project is anticipated from licensing library staff access to the products at \$200 per license.

• **State Library Agency Projects**

Noncompetitive; Estimated Total Expenditures:

\$ 333,068

The Public Library Development Team provides leadership, assistance, planning, coordination, and funding for the improvement of public libraries and public library systems in Wisconsin. Funds are used for the following positions:

- Director of the Public Library Development Team
- Public library youth and special services consultant position. This position provides leadership for the improvement of public library services for youth and populations with special needs
- Public library data collection position

Funding also provides for administrative and coordination costs of the statewide summer library program, and for support of statewide annual meetings of system staff, including the system directors, special needs consultants, youth services consultants, and continuing education consultants. LSTA also provides funding for continuing education opportunities for public library development team staff.

• **LSTA Administration**

Noncompetitive; Estimated Total Expenditures:

\$126,517

Eligible Applicant: Division for Libraries, Technology, and Community Learning

Purpose: Funds will enable the DLTCCL to administer the LSTA program in accordance with federal regulations. The administration funds will support LSTA Advisory Committee meetings, the grant review and award process, administration of grant program records and fiscal records, LSTA program coordination, federal reporting, and publication of information on the grant program and projects.

Grant Process and Procedures

A. Application Process and Procedures

Grant application forms and the *LSTA Information and Guidelines for Wisconsin 2010* may be obtained from the Division for Libraries, Technology, and Community Learning. Eligible organizations are listed with each grant category. Some LSTA categories are restricted to certain libraries or organizations. Applicants must use the LSTA online application form that will be available on the DPI website. User names and passwords are required to access the form. Public libraries and public library systems must use the user names and passwords provided by DLTCCL in conjunction with the public library and system annual reports.

B. Review Process and Procedures

Noncompetitive Grants:

1. Division for Libraries, Technology, and Community Learning staff and others review all noncompetitive grant applications to ensure compliance with application requirements (September).
2. Division staff sends sections of the grant applications and other information to the LSTA Advisory Committee (October).
3. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses noncompetitive grant applications and makes recommendations to the DLTCCL (November).
4. Division staff review the LSTA Advisory Committee recommendations and contact applicants when necessary (November).
5. Division staff prepares grant award information for review by the state superintendent (November).

Competitive Grants:

1. Grant reviewers are appointed by Division for Libraries, Technology, and Community Learning staff and provided training in grant review procedures (August–September).

2. Division staff review competitive grant applications to ensure compliance with selected application requirements (September).
3. Grant reviewers, working independently, complete a criteria rating form for each of the grant applications and rank them based on the total points awarded on the rating sheet (September–October).
4. Division staff consolidates ranking points from individual grant reviewers and send this information, sections of the grant applications and other information to the LSTA Advisory Committee (September–October).
5. Division staff report to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses competitive grant applications and reviewer rankings and makes recommendations to the DLTCL (November).
6. Division staff review the LSTA Advisory Committee recommendations and contact grant applicants when necessary (November).
7. Division staff prepares grant award information for review by the state superintendent (November).

C. Award Process and Procedures

1. The state superintendent reviews and makes a final determination in regard to all grant applications, both noncompetitive and competitive (November–December).
2. The state superintendent notifies all applicants, LSTA Advisory Committee members, and grant reviewers of final grant decisions (November–December).
3. In order to be considered **eligible recipients** of LSTA funds, public library systems must be in compliance with statutory requirements, and public libraries must be in compliance with system membership requirements. LSTA funds will not be awarded if these requirements are not met. Temporary failure to have a properly certified library director will not disqualify a library from receiving an LSTA grant award so long as the library board is actively involved in the recruitment process for a new director who meets the requirements for certification in Wisconsin.

D. Appeal Process and Procedures

1. Applicants will have an opportunity to appeal decisions.
2. The applicant shall request the hearing within 30 days of the action of the Department of Public Instruction.
3. Within 30 days after it receives a request, the Department of Public Instruction shall hold a hearing on the record and shall review its action.
4. No later than 10 days after the hearing, the Department of Public Instruction shall issue its written ruling, including findings of fact and reasons for the ruling.
5. If the Department of Public Instruction determines that its action was contrary to state or federal statutes or regulations that govern the applicable program, the Department of Public Instruction shall rescind its action.

E. Administration of Grants

Organizations administering grants have the following responsibilities:

1. Administer the project within the organization. The agency applying for and administering a grant is responsible for receiving and disbursing funds, maintaining official accounts, and carrying out the purposes of the project. Public libraries must deposit LSTA funds with their municipalities. Municipalities make authorized payments. No funds can be designated for “Administrative Retention,” “Administrative Overhead,” “indirect costs” or similar purposes.
2. Implement the project as outlined in the proposal, or request (in writing) a change in the project. Requests for changes must be approved in writing by the division administrator or designee. Any change to be made in the course of project implementation requiring transfer of funds between lines or a change in program focus must be requested in writing and approved by the DLTCL prior to making the change. All final changes for 2010 projects must be made before December 3, 2010.
3. Expend funds only as allowed by applicable federal laws and regulations, including 2 CFR 220, 225 and 230.
4. Use proper accounting procedures. A grant recipient expending \$300,000 or more in a year in federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of Office of Management and Budget (OMB) Circular A-133 (Audits of State, Local Governments, and Non-Profit Organizations).

5. Fill out regular expenditure reports to claim funds. Advance payments, based on valid reported encumbrances, are authorized under the LSTA program. However, federal regulations require grant recipients to maintain procedures that minimize the time elapsing between the transfer of funds and their disbursement. When cash payments total approximately 80% of an approved budget, remaining payments will revert to a reimbursement basis.
6. Fill out six-month and one-year evaluation forms for the project. Copies of these forms are included in this document.
7. Disseminate information about the project, crediting the use of LSTA funds.
8. Follow appropriate workman's compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman's compensation and unemployment compensation.
9. No person shall, on the grounds of race, color, national origin, age, or handicap, be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.
10. Equipment or materials obtained with LSTA funds must continue to be used to carry out the purpose of the original proposal after funding is no longer available, or be disposed of in accordance with federal guidelines.
11. If copyrightable material is developed in the course of an LSTA project, the U.S. Institute of Museum and Library Services and the Department of Public Instruction shall have a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for federal and state government purposes.

Policy on Conflict of Interest

The following policy on conflict of interest is established in dealing with LSTA grant applications which are reviewed by the members of the Wisconsin LSTA Advisory Committee and grant reviewers.

The members of the LSTA Advisory Committee and LSTA grant reviewers represent interests and leadership in library development throughout the state. It is inevitable that from time to time proposals to be recommended for funding or policy decisions regarding the direction of library development in the state will involve a member of the advisory committee or a grant reviewer, either as the person who submits the grant or as one whose institution will benefit from a decision made by the committee. In order to respond to these circumstances, the following provisions are made.

A member of the LSTA Advisory Committee may not participate in the discussion of, make motions regarding, or vote on

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- The establishment of a noncompetitive grant category designating as the sole eligible recipient the individual's employer or a board or other governing body of which the individual is a member.
- Any action in which the individual is or might be a direct financial beneficiary.

An individual may not serve as a reviewer of:

- Any grant application proposed by the individual's employer or by a board or other governing body of which the individual is a member.
- Any grant application if the individual would be a direct financial beneficiary.

The determination whether or not a conflict of interest exists shall be made by the LSTA Advisory Committee or the administrator of the Division for Libraries, Technology, and Community Learning, as appropriate, or by duly adopted motion of the Committee.

FAQ on LSTA Grants

This FAQ is intended to provide guidance for topics related to LSTA funds.

1. What are allowable uses of LSTA funds?

LSTA funds may only be used for the following general purposes:

- ❖ *Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages*
- ❖ *Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks*
- ❖ *Providing electronic and other linkages among and between all types of libraries*
- ❖ *Developing public and private partnerships with other agencies and community-based organizations*
- ❖ *Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills*
- ❖ *Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.*

2. Can I change the focus of my grant if things are not working out as planned?

It depends. Before any change can be made in a grant, whether in the budget OR plan of service, the library or system must first contact DLTCCL to verify that such a change is allowable. All grants must engage in activities that address one or more of the stated LSTA purposes (above).

3. Can I make changes to the budget?

Yes, if the changes are approved by DLTCCL. To request a budget change, log in to the LSTA forms site (<http://www3.dpi.wi.gov/FormFinder/>) by entering the library's username and password. The LSTA forms are listed on the left navigation bar. The form used for budget change requests is PI-2443, *LSTA Budget Revision Request*.

** Any revisions must obtain the consent of the Division for Libraries (DLTCCL) **before** implementation.

** Budget changes should include all local and LSTA funds with an explanation of budget expenses.

4. How do I know whether a particular expense is allowable under federal rules?

If you are unsure whether a cost is permitted, please ask DLTCCL **BEFORE** spending the money. Costs will be reviewed for allowable expenses under federal laws and regulations.

5. Can we use LSTA funds for marketing our library services?

No, unless they are used to address those groups identified in purpose #5 or #6 above (*Targeting library services to individuals of diverse geographic... OR targeting library and information services to persons having difficulty...*).

6. Can LSTA dollars pay for refreshments?

IMLS has stated that refreshments cannot be used for entertainment purposes. If they are obtained in conjunction with training to achieve one of the above LSTA purposes, the expense **may be** allowable. In most cases, however, it is best to use **local funds** for food expenses.

7. Can LSTA dollars pay for incentives (toys/gifts)?

No, the federal government does not allow costs of promotional items, which include toys and gifts, to be funded with LSTA money. The purchase of these items with LSTA funds is rarely an allowable cost **unless** ***“...items are more educational and informational in nature than promotional.”*** It is recommended that libraries partner with businesses and organizations to cover the cost of promotional material.

8. Can LSTA dollars pay for entertainment?

No. LSTA funds may not be used for entertainment costs; therefore, performance costs may be reimbursed with LSTA funds only if the performance is primarily for educational purposes and is necessary as part of the outreach effort.

9. Distribution of funds by systems to member libraries or partnering agencies is otherwise known as a “mini-grant.” In reporting to the federal government on the use of LSTA funds, these smaller distributions are referred to as “parent-child” projects. Are mini-grants used in special needs and technology projects permitted?

Yes, a mini-grant to a member library or partnering agency is permitted. However, the federal government requires more accountability in the distribution of funds to better reflect the total impact on communities. If your library or system decides that it is easier to provide libraries with funds for training, workshops, technology supplies, collections, etc., there will need to be an individual explanation and accounting for each agency’s use of the funds, persons targeted and numbers served, and how the funds met the patrons’ needs.

If the above demand is too cumbersome, a recipient system or library can reimburse library expenses to provide single budget documentation as well as a detailed explanation of the project activities and outcomes that impacted the communities.

10. Important things to remember about the LSTA grant evaluation:

- Estimate the number of persons served by the completed grant.
- The project purpose should state what was done, when, how, and by whom.
- Explain what the grant funds were used for and what you purchased.
- Explain, to the best of your ability, what was accomplished by the grant beyond the project expenses (outcomes/outputs).
- Grant recipients are required to acknowledge the Institute of Museum and Library Services (IMLS) in publications and activities funded in conjunction with the use of your grant money. An example of a credit acknowledgement would read: “This program was funded in part with a grant from the Institute of Museum and Library Services which administers the Library Services and Technology Act.” Tips and logos for IMLS acknowledgment are located: <http://www.ims.gov/recipients/tips.shtm>.

LSTA Grant Application Form

Competitive Categories.

- Digitization – Local Resources
- Digitization – Large Libraries
- Innovative Use of Technology
- Health Information Awareness
- Jobs - Search, Train, Support
- Literacy
- Multi-type Library Collaboration

Non-Competitive Categories.

- Accessibility - Public Library Systems
- Delivery Services
- Library System Technology Projects

General Information - Please complete every item.

Applicant Library or System	<input type="text"/>
Project Administrator (<i>only one person</i>)	<input type="text"/>
Project Title	<input type="text"/>
Principal Officer of Applicant Agency	<input type="text"/>
Address Street	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
E-Mail Address	<input type="text"/>
Telephone Area/No.	<input type="text"/>
County and System	<input type="text"/>
Federal Congressional District(s) Served by Project (No. 1-8)	<input type="text"/>
People Served by Project (estimated)	<input type="text"/>
Federal Funds Requested	<input type="text"/>

LSTA PURPOSES - Please check all that apply.

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages.
- Developing library services that provide all users access to information through local, state, regional, national, and international electronic networks.
- Providing electronic and other linkages among and between all types of libraries.
- Developing public and private partnerships with other agencies and community-based organization.
- Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- Targeting library 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.

ABSTRACT.

Summarize your project proposal, using key points from the application form, e.g., overall purpose and major activities. (If your project is funded, this summary will be included on the LSTA website and made available upon request.)

NEEDS ASSESSMENT Maximum Points: 15.

A. Continuation Project If this literacy project is a continuation of a previous project in this category. Explain how this project differs from the previous project(s) and why it deserves additional LSTA funds.

B. Previous Literacy Projects

Year	<input type="text"/>
Agency	<input type="text"/>
Title/Purpose	<input type="text"/>

Year

Agency

Title/Purpose

Needs.

C. Describe the need or problem that generated this project. Include supporting documentation on your community, your library, and the clientele to be served by the project, including such information as demographic data (e.g., age, educational level, income level, literacy level, and disabilities), results of surveys, professional opinions, community input.

OBJECTIVES AND EVALUATION Maximum Points: 30.

Describe the objectives of the project and how the results of the project will be measured to determine if needs of the targeted audience have been met. The results should reflect the impact of the project on the target audience, as well as on the library (libraries) involved. Explain how activities or benefits from the project will continue after the LSTA funding period ends.

PLANNING AND IMPLEMENTATION Maximum Points:30 .

A. Include a list of activities (what will be done, when, how, by whom) within a monthly timetable.

B. Explain how the project is relevant to your institution's planning documents and cite relevance to appropriate state planning documents, including, in the case of proposed Literacy and Accessibility projects, relevance to the following publications: Youth with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries or Adults with Special Needs: A Resource and Planning Guide for Wisconsin's Public Libraries.

C. Literacy projects only --Describe the cooperating literacy partner(s) and indicate the nature of their collaboration on the project.

BUDGET Maximum Points: 15. Complete the following charts and narrative budget page. Include amounts for LSTA and local funds allocated in support of the project. There is no requirement that LSTA funds be matched with local funds. However, both local funds and LSTA funds for the project will be taken into consideration when evaluating the budget. Local funds may include both existing and new budget items for direct expenditure on the project. For this purpose, existing or in-kind budget items may include space, equipment, salaries, fringe benefits, supplies, and other related costs. Federal funds received by public libraries must be deposited with the library's municipality per s. 43.58(2), Wis. Stats. Federal audit requirements must be met.

Please round to the nearest dollar.

Local Funds - Salaries and Wages	<input style="width: 95%; height: 20px;" type="text"/>
Local Funds - Library Collection	<input style="width: 95%; height: 20px;" type="text"/>
Local Funds - Contractual Services	<input style="width: 95%; height: 20px;" type="text"/>
Local Funds - Other Operating Expenditures (travel, supplies, other)	<input style="width: 95%; height: 20px;" type="text"/>
Local Funds - Capital Expenditures (equipment)	<input style="width: 95%; height: 20px;" type="text"/>
TOTAL	<input style="width: 95%; height: 20px;" type="text"/>
LSTA Funds - Salaries and Wages	<input style="width: 95%; height: 20px;" type="text"/>
LSTA Funds - Library Collection	<input style="width: 95%; height: 20px;" type="text"/>
LSTA Funds - Contractual Services	<input style="width: 95%; height: 20px;" type="text"/>
LSTA Funds - Other Operating Expenditures (travel, supplies, other)	<input style="width: 95%; height: 20px;" type="text"/>
LSTA Funds - Capital Expenditures (equipment)	<input style="width: 95%; height: 20px;" type="text"/>
TOTAL	<input style="width: 95%; height: 20px;" type="text"/>

BUDGET NARRATIVE.

Outline the project budget in narrative form under the following categories. If *both* local and LSTA funds will be used, please specify by source within the categories. Explain how the various budget items are applicable to the proposed project.

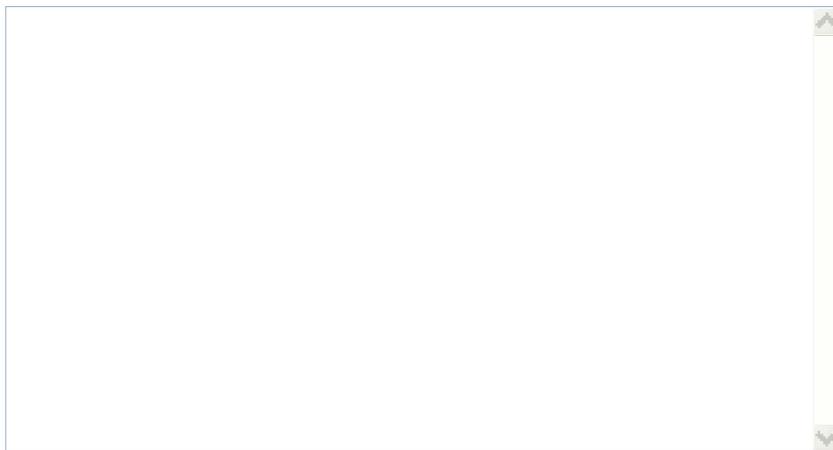
Salaries, wages, and employee benefits. *Indicate salaries, amount of time to be spent on the project for each employee, and the role of each employee in relation to the proposed project. LSTA funds cannot be used to supplant local or system funds.*

Library Collection: *Indicate formats, approximate number, average cost, and purpose.*

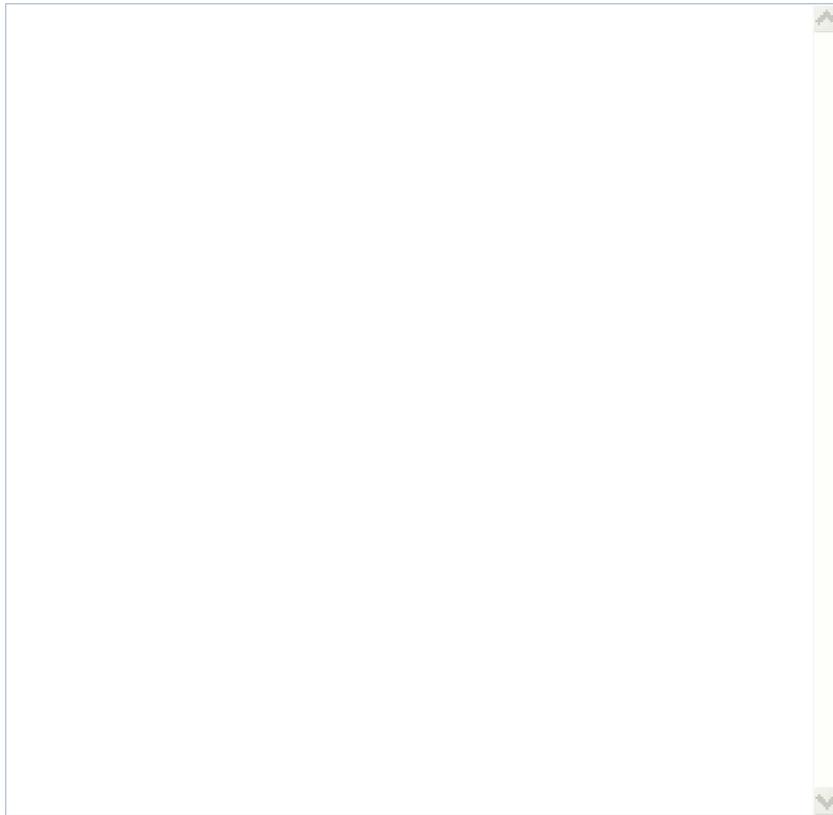
Contractual services: *Indicate purpose; list consultant and other services here.*

Other Operating Expenditures: *Indicate number, purpose, and mileage for trips, and estimated expenditures; indicate specific expenses for supplies, office expenses, and purposes.*

Capital Expenditures: *Indicate the type of equipment or other materials to be purchased, rented, or leased, average cost and purpose.*



ADDITIONAL COMMENTS.



CERTIFICATIONS.

Signing this form certifies compliance with the statutes and regulations cited below.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals: (a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; (b) have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; (d) have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated 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.

DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by: (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition; (b) establishing an ongoing drug-free awareness program to inform employees about:

- (1) the dangers of drug abuse in the workplace;
- (2) the grantee's policy of maintaining a drug-free workplace;
- (3) any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;

(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a); (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction; (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant; (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d) (2) with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health law or other appropriate agency; (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f). The applicants either shall identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant 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 undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement. (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. State Programs 3 Issued 2/9/2006. (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

FEDERAL DEBT STATUS The undersigned, 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.

NONDISCRIMINATION As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations: (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving federal financial assistance; (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in federally-assisted programs; (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance; (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in federally-assisted programs.

INTERNET SAFETY (CIPA) PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

The library is either:

A. CIPA Compliant *(The applicant library has complied with the requirements of Section 9134(f) (1) of the Library Services and Technology Act-LSTA)* **OR**

B. CIPA requirements do not apply because LSTA funds are **NOT** being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

SIGNATURES

WE, THE UNDERSIGNED, HEREBY CERTIFY that the 2010 project(s) will be the basis for the operation and administration for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Division for Libraries, Technology, and Community Learning requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services (IMLS).

Date <i>Mo./Day/Yr.</i>	<input type="text"/>
Applicant Agency Library or <i>System, Other Organization</i>	<input type="text"/>
Project Title	<input type="text"/>
Signature of Principal Officer of Applicant Agency	<input type="text"/>
Title of Principal Officer or Applicant Agency	<input type="text"/>
Date Signed <i>Mo./Day/Yr.</i>	<input type="text"/>

Please print this page, sign it and return the certification pages to:

**Terrie Howe, LSTA Program Coordinator
Wisconsin Department of Public Instruction
Division for Libraries, Technology, and Community Learning
PO Box 7841, Madison, WI 53707-7841**