

**Library Services and Technology Act**  
**LSTA**  
**Information and Guidelines for Wisconsin**  
**2015**



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# Introduction

# 1

The *Library Services and Technology Act LSTA Information and Guidelines for Wisconsin 2015* is produced by the Wisconsin Department of Public Instruction, Division for Libraries and Technology, to describe the federal LSTA program in Wisconsin. Included in this document are the funding categories and priorities for 2014, 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. Fiscal year 1997 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. LSTA was most recently reauthorized in 2010.

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

# 2

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 late 2010 (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 in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- 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 enhancing efforts to recruit future professionals to the field of library and information services;
- 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; and
- Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.





# LSTA Advisory Committee

# 3

Members of the Library Services and Technology Act (LSTA) Advisory Committee are appointed by the State Superintendent of Public Instruction to serve staggered three-year terms. The primary responsibilities of the committee are to advise the State Superintendent and the Division for Libraries and Technology on the development of the long-range plan for LSTA; establishment of the annual grant criteria, priorities, and categories; grant applications and grant awards; and evaluation of the LSTA grant program.

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# Preliminary Budget 2015

# 4

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. New categories are noted by an asterisk (\*). The amount of LSTA funds estimated to be available for LSTA projects January through December 2015 is:

## FY 2015 Estimate

Appropriation	\$ 2,698,162
Carryover	\$ 450,000
<b>Total</b>	<b>\$ 3,148,162</b>

## Preliminary Amounts

### A. Technology

Broadband	\$ 100,000
Delivery Projects	\$ 90,000
Digital Creation Technology	\$ 150,000
Digitization of Library Historical Material	\$ 40,000
Learning Express Computer Module & License	\$ 232,000
Library Improvement - Technology	\$ 110,000
Library System Technology	\$ 360,000
Merging ILS of Public Library Systems	\$ 75,000
Resources for Libraries & Lifelong Learning	\$ 713,200
WISCAT	\$ 456,700
<b>Subtotal</b>	<b>\$ 2,326,900</b>

### B. Special Services Populations

Accessibility Projects	\$ 75,000
Early Literacy Projects	\$ 100,000
Early Literacy Initiative* (Year 2)	\$ 25,000
Literacy Projects	\$ 50,000
<b>Subtotal</b>	<b>\$ 250,000</b>

### C. Library Improvement

Communications & Planning	\$ 20,000
Independent Author Recognition	\$ 15,000
Library System Study Follow-up	\$ 10,000
Merging Public Library Systems	\$ 10,000
Statewide Library Improvement	\$ 263,225
School Library Project	\$ 10,000
Youth and Special Services Consultant	\$ 119,700
Youth Services Development Institute	\$ 15,000
<b>Subtotal</b>	<b>\$ 447,925</b>

### D. LSTA Administration

LSTA Administration	\$ 107,900
<b>Subtotal</b>	<b>\$ 107,900</b>
<b>TOTAL</b>	<b>\$ 3,147,725</b>



# Schedule for 2015

# 5

April 2, 2014	LSTA Advisory Committee recommends grant categories/budget for 2015
June 2014	Grant information available to potential applicants
June 18, 2014	Information session held for public library systems on the LSTA grant program for 2015
June 19, 2014	Information session for public libraries on the competitive grant categories for 2015
September 8, 2014	Grant applications must be submitted online by 4:30 p.m.; signature pages and attachments from application must be postmarked by September 8, 2014. (Only online applications are acceptable.)
August 2014	Grant application reviewer pool selected
September 2014	Reviewers trained and applications distributed
October 2014	Reviewer reports due
November 19, 2014	LSTA Advisory Committee meeting to consider grant applications
December 2014	Grant award announcements (pending federal appropriations)
December 2014	Grant application appeals filed (within 30 days of notification)
January 2015	Projects begin (pending federal appropriations)
July 15, 2015	Six-month evaluations due
December 30, 2015	End of 2015 project year
February 15, 2016	Final evaluations due, all claims submitted and projects closed



# Consultation

# 6

Consultation on grant ideas and the application process is available from the Division for Libraries and Technology 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	Phone / Email
Digital Creation Technology	Ryan Claringbole	(608)266-9534
Library System Technology		<a href="mailto:ryan.claringbole@dpi.wi.gov">ryan.claringbole@dpi.wi.gov</a>
Merging Shared Library Systems		
Digitization of Library Materials	Terrie Howe	(608) 266-2413
General questions		<a href="mailto:teresa.howe@dpi.wi.gov">teresa.howe@dpi.wi.gov</a>
Serving Special Populations	Tessa Michaelson	(608) 267-5077
	Schmidt	<a href="mailto:tessa.schmidt@dpi.wi.gov">tessa.schmidt@dpi.wi.gov</a>

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.

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 non-competitive grant categories. If a category is listed as non-competitive, it means that applications are limited to a specific roster of applicants, with funds to be distributed among the eligible projects. If a category is listed as competitive, the eligibility base is broader and not all eligible projects may receive funding.





# Need to Know

# 7

## Acknowledgment of IMLS

Grant recipients (library systems and member libraries) *are required* to acknowledge the Institute of Museum and Library Services (IMLS). All products, regardless of format or method of distribution and including Internet websites, which are created totally or in part supported by an LSTA grant, should include a logo when possible and the following acknowledgement:

“This publication (product) was supported by (or "in part by") Library Services and Technology Act (LSTA) funds, awarded to the Wisconsin Department of Public Instruction by the Federal Institute of Museum and Library Services.”

In addition, flyers and other announcements of library programs and services should carry an acknowledgement such as the following:

“Supported by (or "in part by") Federal Library Services and Technology Act funds, awarded to the DPI by the Federal Institute of Museum and Library Services.”

Logos are available at:

[http://www.imls.gov/recipients/imls\\_acknowledgement.aspx](http://www.imls.gov/recipients/imls_acknowledgement.aspx).

## Activity and Budget Changes

Changes to an approved grant budget need DLT approval. The LSTA Budget Revision Request form at <http://pld.dpi.wi.gov/files/forms/doc/f2443.doc> must be completed. Your original budget detail needs to be included as well as requested changes with an explanation of the reasons for the revisions. If you are not sure whether a cost is permitted, please ask a DLT consultant before spending the money. Costs will be reviewed for allowable expenses under federal laws and regulations.

## Allowable Costs and Uses of LSTA Funds

The intent of the IMLS LSTA program is to support specific projects that meet at least one of the IMLS priorities (stated in the bulleted list below)

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;

- Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- 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 enhancing efforts to recruit future professionals to the field of library and information services;
- 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;
- Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks; and
- Carrying out other activities consistent with the purposes [of LSTA], as described in the State library administrative agency’s plan. (The LSTA Five-Year Plan for Wisconsin 2013-2017 is located at: <http://pld.dpi.wi.gov/files/pld/pdf/lstaplan13.pdf>.)

Generally, for an LSTA grant award cost to be allowable, the cost must be directly related to and necessary to carry out one or more of the approved LSTA priorities (stated above) (20 USC Chapter 72, Sec. 9141). In addition, it must be (1) reasonable, (2) allocable, and (3) not specifically disallowed by the State or local laws or regulations (2 CFR 225, Appendix A, C. 1. a-c). Examples of allowable costs for LSTA awards include, but are not limited to: salaries and wages, fringe benefits, consultant fees, travel costs, equipment, supplies and materials, and indirect costs. IMLS State Program funds may not be used for lobbying activities. The term “lobbying” is generally considered to cover any attempt to influence government decision-making. Note that lobbying also includes activities or the publication or distribution of literature that in any way tends to promote public support or opposition to a pending legislative proposal.

## **Computer Purchases with LSTA Funds**

LSTA funds used to purchase computers for accessing the Internet or to pay for costs associated with accessing the Internet must comply with the Children’s Internet Protection Act (CIPA), passed in December 2000. The Act mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers (For CIPA compliance information, see the division’s CIPA FAQ at [http://pld.dpi.wi.gov/pld\\_cipafaqlite](http://pld.dpi.wi.gov/pld_cipafaqlite). The purchase of Internet filtering software is not a permissible use of LSTA funds under the Wisconsin guidelines.)

## **Distribution of Funds by Library Systems**

Allocating funds to member libraries or partnering agencies requires greater documentation in the LSTA application and final evaluation. The federal government requires accountability in the distribution of funds. Library system staff, as grant administrators, needs to provide information to system member libraries about their responsibility in agreeing to accept funds. (See Administration of Grants) The Institute of Museum and Library Services (IMLS) requires that each recipient of funds must describe the impact of the federal funds on its community. Each library or organization that receives and spends LSTA money must report on the use and outcomes of the LSTA fund expenditures by *completing a separate form*.

## **Six-month and Final Grant & Single Library Evaluations**

See the forms in Appendices A through E for information that must be reported.

## **Marketing / Advocacy (Public Relations)**

LSTA funds may NOT be used for marketing and public relations of general library services—marketing and public relations must be specifically related to the grant project and its outcomes. According to the Code of Federal Regulations (CFR) allowable public relations costs (marketing) might include:

- Costs specifically required by the grant award for a specific LSTA grant project
- Typically, allowable public relations costs are specific expenses involved in a project to inform the public or the press about specific LSTA grant projects
- Public relations costs, such as brochures and bookmarks, charged to an LSTA project to carry out that specific project would be allowable. However, a general message such as “libraries are good places and deserve to exist” would be considered unallowable.

## Unallowable Advertising and Public Relations Costs

Costs of meetings, conventions, convocations, or other events related to other non-LSTA grant activities of the organization (including the costs of displays, demonstrations, exhibits, meeting rooms, hospitality suites, other special facilities used in connection with special events, and salaries and wages of employees engaged in setting up exhibits and providing briefings); costs of promotional items and memorabilia including models, gifts, and souvenirs; and costs of advertising and public relations designed solely to promote a library or library system.

## Refreshments, Gifts, Toys

According to federal guidelines, LSTA funds may only be used for refreshments if they are obtained in conjunction with training to achieve one of the LSTA purposes. In most cases, however, it is best to use local funds for food expenses. 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.

LSTA funds cannot be used to pay for toys/gifts or other promotional items 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.

## Sanctions

If a grant recipient materially fails to comply with the terms and conditions of an LSTA award, whether stated in a federal statute, regulation, assurances, application, certification, or notice of grant award, the Division for Libraries and Technology (DLT) may take one or more of the following actions, as appropriate in the circumstances:

- Temporarily withhold grant funds pending correction of the deficiency by the recipient
- Disallow use of funds for all or part of the cost of the activity or action not in compliance
- Wholly or partly suspend or terminate grant awards
- Require the immediate return of LSTA funds to DPI
- Withhold future grant awards
- Suspend or reduce future grant awards
- Pursue other remedies that may be legally available

**Failure to properly complete the six-month and the final evaluation and close out a grant in a timely manner may result in sanctions.**

**Special Conditions:** The recipient must provide written documentation that shows that any special conditions of the award have been met. Unless specifically waived in writing by LSTA Program Coordinator or Director of Public Library Development, the failure to meet any of the General and Special Conditions prior to termination of the grant will result in the disallowance of all award expenditures and the return of all federal funds to DPI.

**Also, See “Grant Process and Procedure” section and “Certification” section of the application form.**



# LSTA Noncompetitive Grant Categories 2015

# 8

## Technology Projects

### Delivery Services

Estimated Total Expenditures: \$90,000

#### *Eligible applicants*

South Central Library System (SCLS); Northern Waters Library Service (NWLS)

#### *Purpose*

Funds will be used to provide a subsidy to Northern Waters Library Service for the costs of in-system delivery and inter-system delivery. Funds also will be used to provide a subsidy for public library system services for the statewide delivery backbone network operated by the South Central Library System.

#### *Background*

South Central Library System LSTA funding provides a subsidy to the backbone network. This cost was figured into the cost sharing proposal adopted by public library systems.

Public library system costs for the backbone service are projected to be \$326,354 for 2013 prior to applying the LSTA subsidy. Charges to public library systems are calculated using a base cost of \$8,000, a volume factor (based on sample volumes), and a public library system aid factor. Through South Central Library System, four public library systems have 5-day-a-week delivery on the backbone and the other thirteen systems have 4-day-a-week service. The Delivery Service Advisory Committee worked with the System and Resource Library Administrators of Wisconsin (SRLAAW) to determine if changes needed to be made to these factors, but no changes were recommended in 2011. The University of Wisconsin has negotiated a multi-year contract directly with South Central Library Service.

Northern Waters Library System funding subsidizes the cost of in-system delivery and intersystem delivery. South Central Library System contracts with WALTCO to deliver materials to and from Ashland and this cost is now included in the total delivery service cost.

### Merging Public Library Systems

Estimated Total Expenditures: \$10,000

#### *Purpose:*

To provide more robust and efficient library services in a time of diminished state and local funding by supporting the merger of two smaller public library

systems or systems that already have cooperative relationships and similar service areas.

Description: DPI would like to facilitate the process when possible by providing support for the preliminary and follow-up costs. This funding would be used to encourage merging of library systems and would fund as many projects as possible, up to \$5,000. If more than two applications are submitted, the DLT will attempt to identify funds to address all requests.

Funding: Both system boards must demonstrate, through resolution, a willingness to investigate a merger with another system, and designate one as the fiscal agent. No more than one-half of the total grant amount will be released for directly-related preliminary costs (studies, meetings, facilitators and consultants, development of plan for resulting system). Once both systems and all participating counties have formally approved the merger plan, the remaining funds can be requested to offset actual costs related to the merger (such as legal costs related to incorporation, contract revisions, and lease negotiations). Final payments will be released once the DPI has approved the plan of the newly created library system.

No resulting system could, through the merger, qualify for more than one-third of the total of state system funding.

History: In 2005 Act 420, a streamlined process of merging two library systems was integrated into Chapter 43.

### Public Library System Technology Projects

Estimated Total Expenditures: \$360,000

#### *Eligible Applicants*

Public library systems

#### *Purpose*

To support and improve access to equipment and services to library system technology projects

This grant will fund approved projects through the year 2015. Funds will be distributed to public library 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	\$9,800	Northern Waters	\$24,300
Eastern Shores	\$11,500	Outagamie Waupaca	\$14,100
Indianhead	\$35,000	South Central	\$43,900
Kenosha	\$9,200	Southwest	\$14,400
Lakeshores	\$14,900	Waukesha	\$18,100



Manitowoc	\$8,600	Winding Rivers	\$23,300
Mid-Wisconsin	\$18,100	Winnefox	\$19,700
Milwaukee	\$38,200	Wisconsin Valley	\$27,700
Nicolet	\$29,200		

The following are some possible uses of the funds in this category.

- Data lines or increasing bandwidth on the BadgerNet network
- Direct Internet connections
- Enhancing shared integrated library systems
- New system-wide digital resources
- 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 to member libraries
- Expanding or improving access to system digitization projects
- Virtual meeting software and equipment
- Online databases (eligible only if they do not replicate or substantially overlap content available via BadgerLink)
- Web development or maintenance
- System WAN upgrades or library LAN upgrades
- Other innovative uses of technology

*General requirements*

- Projects must be consistent with the Wisconsin Library Technology Strategic Plan ([http://pld.dpi.wi.gov/pld\\_techplan](http://pld.dpi.wi.gov/pld_techplan))
- Projects must be consistent with your system technology strategic plan
- Systems must address how and to what extent they involved their member libraries in developing the system's application
- Projected funding must be specific and include, if applicable, the distribution of noncompetitive grant funds, competitive grant funds, and local funds.
- Since this grant is awarded annually, application content must be original and reflect this year's plans.



# LSTA Competitive Grant Categories 2015

# 9

## Technology Projects

### Digital Creation Technology

Estimated Total Expenditures

\$150,000

Level 1	Grant Range (total municipal population served at or below 10,000)	\$1,000-\$5,000	Total \$50,000
Level 2	Grant Range (total municipal population served above 10,000)	\$5,000-\$35,000	Total \$100,000

The estimated total expenditure for this category is \$150,000. The estimated total of Level 1 grants is \$50,000; the estimated total of Level 2 grants is \$100,000. All grants will be evaluated based on the requirements described below and the quality of the application.

#### *Eligible applicants*

Public Libraries and Public Library Systems

Public libraries and public library systems can submit collaborative grants with other public libraries and/or public library systems. One library or system must serve as primary grant administrator.

#### *Purpose*

To develop and improve the library's digital resources and services to foster and facilitate a dynamic learning experience where people come for the unique production of local information in a collaborative learning environment; e.g., Makerspaces.

#### *Example scenarios*

- Local artisans use the library's graphic design software and image editing tools to create marketing materials and ownership watermarks to sell their goods online.
- High school students film, edit, and produce video essays for curricular and extracurricular endeavors at the library.
- A stay-at-home parenting group meets in the library's creation area to upload digital photos and design online photo albums and web projects.
- Seniors from the local retirement community use the library's production studio to record personal oral histories.

- A young entrepreneur composes and records music for YouTube productions in the library's production studio.
- Keyboards made out of bananas (<http://www.makeymakey.com/>)
- An engineering/science mechanics section with LittleBits available to test ([http://littlebits.cc/new\\_home](http://littlebits.cc/new_home))
- Middle school students develop digital Claymation movies with the youth services librarian for a national contest.

#### *General requirements*

Digital creation spaces are catalysts for community creativity. Digital creation spaces are conduits for communicating community-developed content. Digital creation spaces involve a range of technology and tools, and showcases efforts digitally

Project funds may be used to designate and cultivate digital creation spaces in public libraries, which may include purchasing and installing technology equipment and/or furniture. Funds may also be used to designate staff resources and develop services and programming to support digital creation by library users.

#### *Projects must:*

- Identify how spaces and services will help library patrons create things and/or promote creation of content using digital technologies.
- Emphasize learning, community, technology, and access.
- Involve member libraries (for system projects)
- Include collaboration with community partners. Projects targeting school-age children must include a partnership with a school(s).
- Provide training for library staff
- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English and goes beyond traditional methods; e.g., social media, YouTube, etc.
- Implement project evaluation tools and strategies
- Outline project sustainability/durability (short and long term)
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 "Need to Know"
- Include participation by grant administrator in online group forum with other digitization grant administrators, led by DLT Technology Consultant

- Submit media files (such as digital images, videos, URLs) as part of 6 month and final evaluation to show grant progress
- Showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource

*Examples of project activities*

- Initiate a digital production area where library users of all ages can learn and create using the following types of digital creation:
  - Multimedia editing and production
  - Specialized printing
  - Website, blog, and social media construction
  - Graphic design
  - File conversions and copying
  - File upload/download
  - Develop library services to support digital creation technologies
  - Develop library services to promote fair use, privacy, and copyright practices and laws
  - Offer classes and tutorials (print and online) that promote independent and collaborative use of digital creation technologies
  - Develop existing space for meeting and production related to digital creation technologies
  - Promote multidisciplinary design work using library spaces and services

**Digitization of Library Historical Material**

Estimated Total Expenditures \$40,000

Level 1	Grant ranges (total municipal population at or below 10,000)	\$1,000 - \$5,000	Total-\$10,000
Level 2	Grant ranges (total municipal population over 10,000)	\$5,000 - \$15,000	Total-\$30,000

The estimated total expenditure for this category is \$40,000. The estimated total of Level 1 grants is \$10,000; the estimated total of Level 2 grants is \$30,000. All grants will be evaluated based on the requirements described below and the quality of the application.

*Eligible applicants:*

Public Libraries & Public Library Systems

Public libraries and public library systems can submit collaborative grants with other public libraries and/or systems. One library/system must serve as primary grant administrator.

*Purpose*

This category will widen the scope of online access to historical materials found in Wisconsin libraries while maintaining high standards for project quality, accessibility, interoperability, and sustainability. This category will allow public libraries to digitize materials that are unique or of local interest. Libraries may manage their own digital repositories, or develop partnerships with organizations that can provide hosting and technical expertise. Materials must be related to the history, culture, environment, government, or economy of the state of Wisconsin.

Possible uses for funds in this category include:

- Basic scanner
- Scanning software
- Image editing software
- Collection management software
- OCR (optical character recognition) software
- Outsourcing a project to a vendor for scanning
- Time to scan and provide metadata development
- Licensing fee to harvest collection for Recollection Wisconsin (formerly Wisconsin Heritage Online)
- Storage costs for access and preservation of digital files (i.e. local area network, cloud, external hard drives, archival-quality DVDs)

*General requirements*

- A project must contain unique local resources not available elsewhere online for free.
- A project must be completed within the grant award period (calendar year).
- Applicants must attend an information session to develop reliable project cost estimates
- Applicants must provide cost estimates and specify type, size, and approximate amount of material to be digitized.
- Applicants must allocate staff time to attend training, select materials, research copyright, develop metadata, and publicize project.

- Completed projects must have the ability to be harvested by Recollection Wisconsin in order to provide wider accessibility to online materials. Budgets must include a collection harvesting fee.
- Completed projects must appropriately acknowledge the Institute of Museum and Library Services (IMLS) as the funding source on websites, publications and activities supported with the use of LSTA grant money.
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 “Need to Know”
- Include participation by grant administrator in online group forum with other digitization grant administrators, led by DLT Technology Consultant
- Submit media files (such as digital images, videos, URLs) as part of 6 month and final evaluation to show grant progress
- Showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource

*Requirements to provide public access:*

A project must be created using an OAI-compliant platform (Open Archives Initiative), such as CONTENTdm, ResCarta, or Omeka (with plug-in), so that metadata can be harvested by aggregators such as Recollection Wisconsin or, in the future, the Digital Public Library of America (DPLA).

Content may be hosted locally or access may be provided in partnership with another institution (i.e. CONTENTdm at Milwaukee Public Library through Recollection Wisconsin). Digital collections must be made freely available online. Authentication or location restrictions (such as viewing in library only due to copyright restrictions) are not permitted.

*Preservation:*

Applicants must address long-term storage of digital assets and create regular back-up procedures of materials made available with grant support to ensure sustained access.

*Selection and copyright requirements:*

- Collections must have broad appeal
- May have research value and/or are of particular interest to key audiences
- Are organized around a specific subject, theme or creator
- Applicants must address copyright status of selected collections to ensure they may be included and displayed

*Scanning and image processing requirements:*

Applications should state that scanning and image processing, whether by the applicant or a vendor, will follow a set of established guidelines, such as:

- Wisconsin Heritage Online's Digital Imaging Guidelines
- General Guidelines for Digitization University of Wisconsin Digital Collections Center
- Locally developed written standards consistent with widely recognized digital imaging standards such as those developed by the Federal Agencies Digitization Guidelines Initiative

*Metadata requirements:*

Applicants must be capable of creating metadata that will follow a set of established guidelines based on a standard metadata schema such as Dublin Core.

Minimum required metadata fields for each item in all collections are (Recollection Wisconsin required fields):

- Title
- Subject
- DCMI Type (text, still image, etc.)
- Format (Internet media type, such as image/jpeg, image/tiff, etc.)
- File name
- Rights statement (copyright)
- Name of submitting institution
- Date digitized

*Marketing/visibility requirements in addition to acknowledgement of IMLS:*

- Digital collections and/or items should have records in the institution's online public access catalog (OPAC).
- Digital collections and/or items should be linked to/from the library's web page.
- Applications should include a plan for marketing digital collections to the community.
- Applications should include a plan for addressing staff training

*Proposed training requirements:*

- Applications must indicate that staff has completed training covering materials selection, copyright, scanning, file management, and metadata.



- Training requirement can be met by attending training provided by another recognized provider
- Training requirement can be waived if key project participant has applicable academic credentials, such as a certificate of advanced study in digital libraries or professional experience

### Merging Integrated Library Systems

Estimated Total Expenditures: \$75,000

#### Maximum grant amount per public library system:

Four or more counties and twelve or more outlets*	up to \$25,000
Fewer than four counties but at least 15 outlets	up to \$12,500
Fewer than four counties and 15 outlets	up to \$7,500

*\*An outlet is defined as a library main location or branch)*

#### *Eligible applicants*

- An application must include two or more public library systems.
- Only one grant application is to be submitted by a library system representing all the shared integrated systems to be merged. The applicant system will be designated as the fiscal agent.
- By the time of the grant award, the library systems involved must have resolutions approved by each system board establishing their intention to merge, and letters of intent from member libraries.

#### *Purpose*

To fund inter-system merger of system-hosted shared integrated library systems (ILS)

#### *Use of funds*

Grant funds may be used for hosted services, software, data conversion or preparation, membership fees, and system or network upgrades specifically needed to support the merging of the shared systems. The final twenty percent of grant funds will be withheld until the new merged system is implemented and operational.

#### *Grant priority*

1. First priority: Grants to enable the merger of existing shared integrated systems coinciding with the merger of two regional library systems under Wis. Stats 43.15(4)(a). Within this priority, grants that serve the largest number of residents in the merged system will receive priority.
2. Second priority: Grants to enable the shared ILSs of two or more adjacent regional library systems to create a new shared integrated system over a larger region. Within this priority, grants that serve the largest number of libraries in the new system will receive priority.

Delivery of materials between the new shared integrated library system must be addressed in the proposal, but grant funds may not be used for delivery.

## Serving Special Populations

### Accessibility Projects

Estimated Total Expenditures: \$75,000

Level 0	Planning Grant Range	\$500-\$1000
Level 1	Project Grant Range (total municipal population served at or below 10,000)	\$2,000 - \$15,000
Level 2	Project Grant Range (total municipal population served over 10,000)	\$5,000 - \$25,000

The estimated total for this category is \$75,000. The estimated total expenditure of Level 0 grants is \$5000; the estimated total expenditure of Level 1 grants is \$22,500; the estimated total expenditure of Level 2 grants is \$47,500. All grants will be evaluated based on the requirements described below and the quality of the application.

Applicants can apply for a planning grant OR a project grant in this category. All grants will be evaluated based on the requirements described below and the quality of the application.

#### *Eligible applicants*

#### Public Library Systems & Public Libraries

Public libraries and public library systems can submit collaborative grants with other public libraries and/or systems. One library/system must serve as primary grant administrator.

#### *Purpose*

Serving Special Populations Accessibility grants support the quality of and access to library and information services to people for whom using the library is difficult, limited, or minimized. Library and information services can be considered in terms of library spaces, communications, programming, outreach, and resources. Improvement can be considered in terms of accommodations, assistive technology or techniques, design, inclusive practices, and planning.

Defining and identifying special populations depends on each library community. Special populations include, but are not limited to, English Language Learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills.

*General requirements:*

Grant funds may be used to investigate or improve quality of and access to library and information services to special populations. Planning grants support the investigation of accessibility issues; project grants support improvement efforts. Planning grants may or may not result in the development of future projects. Project grants should be based on identifiable needs.

Level 0 planning grant funds may be used to investigate the quality of and access to library and information services to special populations. Planning grants support efforts to define and identify a community's special population(s) and their (potential) accessibility issues. Planning funds may be used for site visits, consulting fees, professional development, input gathering, and similar focused efforts.

Level 1 and 2 project grant funds may be used to improve library and information services to special populations through library spaces, communications, programming and resources. Project funds may be used to fund translation services, materials in alternate formats, outreach transportation, equipment, or technologies that improve quality of and access to library and information services to special populations.

*Planning and project grants must:*

- Target a specific population(s) for whom using the library is difficult, limited, or minimized
- Be consistent with PLDT online resource *Serving Special Populations* ([http://pld.dpi.wi.gov/pld\\_ssp](http://pld.dpi.wi.gov/pld_ssp))
- Be consistent with PLDT 2010 *Wisconsin Public Library Standards* ([http://pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard))
- Involve member libraries (for grants submitted by systems)
- Include collaboration with community partners
- Implement evaluation tools and strategies
- Address project sustainability/durability (short and long term)
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 "Need to Know"
- Include participation by grant administrator in online group forum with other accessibility grant administrators, led by DLT Youth and Special Services Consultant
- Submit media files (such as digital images, videos, URLs) as part of 6 month and final evaluation to show grant progress
- Provide training for library staff (project grants only)

- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English (project grants only)
- Showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource (project grants only)

*Example planning grants:*

1. Investigate needs of seniors transitioning to or living in residential care facilities by meeting with agencies that serve this population, conducting facility visits, and attending professional development workshops or conferences related to this population or accessibility issue.
2. Investigate the role of the library related to mental illness by surveying local demographics, consulting with experts, reviewing library policies and procedures, assessing staff awareness and need for training.
3. Investigate (potential) accessibility issues related to the library and information needs of populations of diverse geographic, cultural, and socioeconomic backgrounds, e.g. new immigrants, by assessing potential barriers to service, evaluating communication strategies, and increasing staff awareness through professional development.

*Example project grants:*

1. Improve inclusion of gay, lesbian, bisexual, transgender, and questioning populations in library and information services through marketing efforts, collection development, staff and patron awareness programming, and targeted programming.
2. Improve access to library and information services to people living below the poverty line through outreach efforts, transportation arrangements, revision of library policies, e.g. getting a card or paying for fines, and serving as site for free and reduced meal opportunities; e.g. summer snack pick up location.
3. Improve access to library and information services to people with vision, hearing, and learning disabilities by redesigning library website, creating online captioned video tutorials for library FAQs, purchasing new ADA compliant library signage, and developing a communication strategy to promote multiple ways to interact with the library.

**Early Literacy Projects**

Estimated Total Expenditures: \$100,000

Level 1	Grant Range (total municipal population served at or below 10,000)	\$2,000 - \$15,000
Level 2	Grant Range (total municipal population served above 10,000)	\$5,000 - \$25,000

The estimated total expenditure for this category is \$100,000. The estimated

total of Level 1 grants awarded can equal up to \$35,000; the estimated total of Level 2 grants awarded can equal up to \$65,000. All grant projects will be evaluated based on the requirements described below and the quality of the application.

#### *Eligible Applicants*

Public Library Systems and/or Public Libraries

Public libraries and public library systems can submit collaborative grants with other public libraries and/or systems. One library/system must serve as primary grant administrator.

#### *Purpose*

Serving Special Populations Early Literacy Projects aim to provide early literacy services to people for whom using a library is difficult, limited, or minimized. Early literacy is defined generally as language-rich experiences for children birth through age 6 and their caregivers that encompass library spaces, services, and programs and often incorporate reading, playing, singing, talking, signing, and writing.

Defining and identifying special populations depends on each library community. Special populations include, but are not limited to, English Language Learners; people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, people with limited literacy or information skills.

Projects must prioritize early literacy based on the early literacy needs of special populations. All projects must complement **Growing Wisconsin Readers**, (<http://www.growingwisconsinreaders.org>) the statewide early literacy initiative. 2015 is the final year of this special grant category; the Growing Wisconsin Readers initiative concludes in 2015.

#### *General requirements:*

Project grant funds may be used to implement or improve early literacy services to special populations based on identifiable needs. Level 1 and 2 project grant funds may be used to implement or improve early literacy services to special populations through library spaces, communications, programming, outreach, and resources. Project funds may be used to fund translation services, materials in alternate formats, outreach transportation, equipment, or technologies that support early literacy services to special populations.

#### *Project grants must:*

- Target a specific population(s) for whom using the library is difficult, limited, or minimized
- Be consistent with PLDT online resource *Serving Special Populations* ([http://pld.dpi.wi.gov/pld\\_esp](http://pld.dpi.wi.gov/pld_esp))
- Be consistent with PLDT 2010 *Wisconsin Public Library Standards* ([http://pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard))

- Complement *Growing Wisconsin Readers* (<http://growingwisconsinreaders.org>)
- Involve member libraries (for grants submitted by systems)
- Include collaboration with community partners
- Implement evaluation tools and strategies
- Address project sustainability/durability (short and long term)
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 “Need to Know”
- Include participation by grant administrator in online group forum with other accessibility grant administrators, led by DLT Youth and Special Services Consultant
- Submit media files (such as digital images, videos, URLs) as part of 6 month and final evaluation to show grant progress
- Provide training for library staff
- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English
- Showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource

*Example project grants:*

1. Implement early literacy outreach efforts targeting children ages 0-6 with potentially limited exposure to early literacy experiences, e.g. children cared for at facilities with 1, 2, 3 YoungStar ratings or children cared for at clinics participating in Reach Out and Read, by meeting with early childhood educators and child care providers, offering off-site early literacy training for parents and caregivers, and developing early literacy skill and practice kits for outreach circulation.
2. Improve early literacy inclusive practices for storytime and marketing to actively welcome grandparents raising grandchildren, families with children with developmental disabilities, GLBTQ families with young children, and teen parents by networking with community agencies and social groups, conducting focus groups, and including materials that portray a range of children and families in storytime programs.
3. Implement early literacy empowerment project aimed at parents and caregivers with limited literacy or information skills by collaborating with regional literacy provider to develop tip of the day to be shared by text and social media.

## Literacy Projects

Estimated Total Expenditures:

\$50,000

Level 0	Planning Grant Range	\$500-\$1,000
Level 1	Project Grant Range (total municipal population served at or below 10,000)	\$2,000 - \$15,000
Level 2	Project Grant Range (total municipal population served over 10,000)	\$5,000 - \$25,000

The estimated total expenditure of Level 0 grants is \$5,000; the estimated total expenditure of Level 1 grants is \$17,500; the estimated total expenditure of Level 2 grants is \$27,500.

Applicants can apply for a planning grant OR a project grant in this category. All grants will be evaluated based on the requirements described below and the quality of the application.

### *Eligible applicants*

Public Library Systems & Public Libraries

Public libraries and public library systems can submit collaborative grants with other public libraries and/or public library systems. One library/system must serve as primary grant administrator.

### *Purpose*

Serving Special Populations Literacy grants aim to provide literacy services to people for whom using a library is difficult, limited, or minimized. Literacy is defined generally as the ability to read, write, and communicate. This definition might expand in relation to the age, e.g. early literacy; topic, e.g. health literacy; or medium, e.g. digital literacy.

Defining and identifying special populations depends on each library community. Special populations include, but are not limited to, English Language Learners, people who are homeless and/or live in poverty, people who are displaced or live in residential care, foster care, detention, or treatment facilities, people in underserved areas or with diverse backgrounds, people with disabilities, and people with limited literacy or information skills.

### *General requirements*

Grant funds may be used to investigate, implement, and improve literacy services to special populations. Planning grants support the investigation of literacy services to special populations; project grants support efforts to implement or improve such services. Planning grants may or may not result in the development of future projects. Project grants should be based on identifiable needs.

Level 0 planning grant funds may be used investigate potential literacy services to special populations. Planning grants support efforts to define and identify a community's special population(s) and their (potential) literacy needs. Planning

funds may be used for site visits, consulting fees, professional development, input gathering, and similar focused efforts.

Level 1 and 2 project grant funds may be used to implement or improve literacy services to special populations through library spaces, communications, programming, outreach, and resources. Project funds may be used to fund translation services, materials in alternate formats, outreach transportation, equipment, or technologies that support literacy services to special populations.

*Planning and project grants must:*

- Target a specific population(s) for whom using the library is difficult, limited, or minimized
- Be consistent with PLDT online resource *Serving Special Populations* ([http://pld.dpi.wi.gov/pld\\_ssp](http://pld.dpi.wi.gov/pld_ssp))
- Be consistent with PLDT 2010 *Wisconsin Public Library Standards* ([http://pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard))
- Involve member libraries (for grants submitted by systems)
- Include collaboration with community partners
- Implement evaluation tools and strategies
- Address project sustainability/durability (short and long term)
- Comply with factors outlined in LSTA Information & Guidelines: Chapter 7 “Need to Know”
- Include participation by grant administrator in online group forum with other accessibility grant administrators, led by DLT Youth and Special Services Consultant
- Submit media files (such as digital images, videos, URLs) as part of 6 month and final evaluation to show grant progress
- Provide training for library staff (project grants only)
- Implement strategic marketing plan (in and outside the library community) that includes people who do not use print, read well, or speak English (project grants only)
- Showcase completed grant to Wisconsin public library community through presentation at statewide conference, webinar, or published online resource (project grants only)

*Example planning grants*

1. Investigate literacy needs of geographic or cultural group in community, e.g. migrant workers, by meeting with agencies that serve this population, conducting focus groups, and attending professional



development workshops or conferences related to this population or literacy need.

2. Investigate the ways in which literacy needs of students with disabilities, including learning disabilities, can be supported by the library through meetings with school district personnel, consultation with disability experts, and formal evaluation of library space and services.
3. Investigate the literacy needs of youth with a parent in jail or in prison by conducting site visits to resource centers or detention facilities, meeting with incarceration officials and family advocates, surveying local demographics, and interviewing families.

*Example project grants*

1. Implement specific literacy service, e.g. health literacy services, targeting a specific population, e.g. English Language Learners.
2. Improve outreach services at a location other than a library in collaboration with agencies already working with targeted children or adults, such as a regional literacy provider.
3. Implement outreach services and programming features that support the literacy needs of underserved rural and urban communities.



# Grant Process and Procedures

# 10

## A. Application Process and Procedures

Grant application forms and the LSTA Information and Guidelines for Wisconsin 2015 will be found on the DPI Public Library Development website listed under LSTA ([http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)). 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.

## B. Review Process and Procedures

### Noncompetitive Grants

1. Division for Libraries and Technology 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 DLT (November).
4. Division staff reviews 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 and Technology staff and provided training in grant review procedures (August–September).
2. Division staff reviews 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. (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 DLT (November).
6. Division staff reviews 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). This may occur later IF the U.S. Congress has not appropriated funds.
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 for Unfunded LSTA Grants**

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/regulations that govern the LSTA 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 DLT prior to making the change. All final changes for 2015 projects must be made before December 3, 2015.
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 \$500,000 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. Complete the program fiscal report form 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 percent of an approved budget, remaining payments will revert to a reimbursement basis.
6. Complete six month and one year evaluation forms for the project. Examples of these forms are included in this document.
7. Disseminate information about the project, crediting the use of LSTA funds to DPI and IMLS.
8. Follow appropriate workman’s compensation and unemployment compensation regulations. Project applicants may be responsible for paying workman’s compensation and unemployment compensation. No person shall, on the grounds of sex, race, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability be excluded from participation in or be subjected to discrimination in any program or activity funded, in whole or in part, by federal funds.

9. 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.
10. 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

# 11

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 and Technology, as appropriate, or by duly adopted motion of the Committee.





# LSTA Comment / Complaint Procedure

# 12

Comments and complaints or questions about the LSTA program received by the Division for Libraries and Technology (DLT) will be forwarded to the LSTA program coordinator. The LSTA program coordinator will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

“Received” means comments made in person at workshops or conferences, phone calls or email messages to the LSTA Coordinator. The DLT will accept complaints or questions from any Wisconsin resident or member of the Wisconsin library community.

If the person asking the question or making the comment or complaint is not satisfied with the information provided by the LSTA program coordinator, the question or complaint will be sent to the Administrator of the DLT. The Administrator of the DLT will respond as is appropriate to the situation, either through a phone call, an email message or a formal letter.

The Administrator of the DLT is the person of last resort for questions or complaints about the state LSTA program.



# Appendices

- A: Library Services and Technology Act (LSTA) Application 2015
- B: Library Services and Technology Act (LSTA) Application Rating Form –  
for Volunteer Reviewers
- C: Library Services and Technology Act (LSTA) Six-Month Evaluation
- D: Library Services and Technology Act (LSTA) Final Evaluation

## Appendix A



### Library Services and Technology Act (LSTA) Application 2015

PII 2440-A

**Due Date:** September 8, 2014, 4:30 p.m.

#### Instructions

Complete all sections of this online grant application form and submit by due date above. All applications must be submitted online. The link to the online form will be available by June 17, 2014, and will be linked at [http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta) and announced online by the Division for Libraries. You may use the following pages to collect data and prepare for the online form. Narrative portions can be written in word processing software and pasted into the form; however, special formatting will not transfer to the application form.

You may want to print this page of instructions for reference while working on your grant application. If you need to make changes or print information, use the Previous Page and Next Page buttons at the bottom of pages to move through the application. (Do not use the browser's forward and back buttons.)

#### Save button

Use this button if you do not have time to complete the application and need to return to finish the application. When clicked, the **Save** button opens a page that provides your **customized link** and the message "Your responses to the LSTA 2015 grant application have been saved. Save the following link to finish the grant application at a later time." Right-click the link and **SAVE as a bookmark or favorite**. Previous answers will be saved. Do not bookmark the page.

#### Printing the application

The summary page displays all information that has been entered for the application. Print a copy of the summary page for your records **BEFORE submitting** the application form.

#### Signature:

Print two copies of the certification/signature page at the end of the grant application. You must sign and mail one copy to Terrie Howe, postmarked no later than 4:30 p.m. on September 8, 2015. File the second copy.

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

**General Information** (Unless otherwise noted, all information is required.)

Applicant Library or Library System

Library System

Mr. / Ms. Project Administrator

Project Administrator First Name

Project Administrator Last Name

E-Mail

Project Title

Street Address

PO Box (*If applicable*)

City

State

ZIP Code xxxxx or xxxxx-xxxx

Phone Area/No.

Extension (*Optional*)

Applicant County (*One or more*)

County Served by Project (*One or more*)

People Served by the Project (*Estimated number of persons served by this project*)

DUNS Number (*Nine digits*)

Federal Congressional District(s) Served by Project (Choose all that apply)

[http://legis.wisconsin.gov/ltsb/redistricting/PDFs/Congressional\\_2013\\_Poster.pdf](http://legis.wisconsin.gov/ltsb/redistricting/PDFs/Congressional_2013_Poster.pdf) ).

1  2  3  4  5  6  7  8

**Non-competitive Grant Categories** *Select one*

- Delivery Services
- Merging Public Library Systems
- Public Library System Technology

**Competitive Categories** *Select one*

**Technology**

- Digital Creation Technology
- Digitization of Library Historical Material
- Merging Integrated Library Systems (ILS)

**Serving Special Populations**

- Accessibility-Planning
  - Accessibility-Projects
  - Early Literacy
  - Literacy- Planning
  - Literacy- Project
-

**LSTA Purposes** *Select at least one that is appropriate for your grant application*

- To expand services to learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, life-long learning, workforce development, and digital literacy skills;
- To establish or enhance electronic and other linkages and improve coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services;
- To provide 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 to enhance efforts to recruit future professionals to the field of library and information services;
- To develop public and private partnerships with other agencies and community-based organizations;
- To target 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;
- To target 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;
- To develop library services that provide all users access to information through local, State, regional, national, and international collaborations and networks;

For the following sections, refer to the LSTA Application Guide and LSTA Framework available on [http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)

**Project Need**

*Maximum Points for Competitive Grants: 10*

Target population(s): In a brief statement, describe the target population(s) served by this project.

Identifiable need: In a brief statement, describe the identifiable need, problem, or idea that generated the project.

**Project Purpose**

*Maximum Points for Competitive Grants: 15*

Evidence of need: Provide justification for this project using documentation such as survey results, professional opinions, and community input. Include information about the community, library/system, and the target population(s) to be served by the project using documentation such as demographic or library data.

Relevance to local/state planning documents: Describe how the project is relevant to library/system planning documents and appropriate state planning documents, including but not limited to: PLDT online resource Serving Special Populations ([http://pld.dpi.wi.gov/pld\\_ssp](http://pld.dpi.wi.gov/pld_ssp)) and PLDT 2010 Wisconsin Public Library Standards ([http://pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard)).

**Project Outcome**

*Maximum Points for Competitive Grants: 15*

Describe the intentional and measurable outcome(s) of this project based on the identifiable need of the target population(s) specified above. Clearly identify how change and impact will be measured at the beginning and the end of the project. (See resources at [http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)).

**Project Components and Outputs**

*Maximum Points for Competitive Grants: 35*

Describe the project inputs, activities, services, and outputs. Each project component (input, activity, service) must have a corresponding output that supports the intended outcome of the project. (See resources at [http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)). Project components and outputs must address category specific grant requirements listed in the 2015 LSTA Information & Guidelines (<http://pld.dpi.wi.gov/files/pld/pdf/guide15.pdf>).

**Project Budget and Budget Narrative**

*Maximum Points for Competitive Grants: 20*

Complete the following charts and narrative budget page. Check your math for accuracy and consistency. 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.

**Budget** Enter amounts. Round to nearest dollar.

Category	Local Funds	LSTA Funds
A. Salaries and Wages		
B. Library Resources		
C. Contractual Services		
D. Other Operating Expenditures <i>e.g. Mileage or supplies</i>		
E. Capital Expenditures <i>e.g. Equipment or other major nonrecurring expenditures</i>		

Total Local and LSTA Funds (check your math for accuracy and consistency)

Local Funds	
LSTA Funds	

### 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. Check your math for accuracy and consistency.

#### A. 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. Provide sufficient detail to assure that LSTA funding is not supplanting local funding.

#### B. Library Resources

Identify formats (item types), approximate number, average costs, and purpose of each format.

#### C. Contractual Services

Indicate purpose for the consultant services, identify consultant (name or firm), and include the rate of pay, and type of service.

#### D. Other Operating Expenditures

Indicate number, purpose, and mileage for trips, and estimated expenditures; indicate specific expenses for supplies, office expenses, and purposes.

#### E. Capital Expenditures

Indicate type of equipment or other materials to be purchased, rented, or leased, average cost and purpose.

#### Distribution of Funds:

If your grant involves distributing funds to libraries/systems in any project, an abbreviated final evaluation form will need to be completed by each institution. Document the following details for each library/system receiving funds:

1. The library/library system name and collaborating partner(s)

2. Amount of money distributed
3. For what will the funds be used by each library/library system?
4. How will each library/library system evaluate the usefulness of the project?
5. How will your agency (applicant agency) confirm that the funds were used as intended?

## Abstract

*Maximum Points for Competitive Grants: 5*

Provide a concise summary of the project purpose and intended outcome based on the project title, target population(s), and identifiable need previously specified. If your project is funded, the abstract will be included on the LSTA website and made available upon request. (See resources at [http://pld.dpi.wi.gov/pld\\_lsta](http://pld.dpi.wi.gov/pld_lsta)).

## Certifications

Signing this form certifies compliance with federal 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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

**NON DISCRIMINATION** 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.

#### **TRAFFICKING IN PERSONS**

The SLAA must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. § 7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency and a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, if the grantee, subgrantee, contractor, or subcontractor engages in trafficking in persons, procures a commercial sex act, or uses forced labor. 2 C.F.R. part 175 requires IMLS to include the following award term:

a. *Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not -

i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

ii. Procure a commercial sex act during the period of time that the award is in effect; or

iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity -

i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or

ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either -

- A. Associated with performance under this award; or
- B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
- b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity -
  - 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
  - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either -
    - i. Associated with performance under this award; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.
- c. *Provisions applicable to any recipient.*
  - 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  - 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
  - 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.
- d. *Definitions.* For purposes of this award term:
  - 1. "Employee" means either:
    - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
  - 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
  - 3. "Private entity":
    - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.
    - ii. Includes:
      - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).
      - B. A for-profit organization.
  - 4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).  
2 C.F.R. part 175.15, Electronic Code of Federal Regulations at <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=0c772e898f6409eb76e130fcd9dd073c&rgn=div5&view=text&node=2:1.1.1.8.10&idno=2#2:1.1.1.8.10.0.1.3>, as of July 20, 2011. IMLS 7/22/11.

IMLS grantees and subgrantees are required to comply with Title IX, which protects against discrimination based on sex in education programs that receive Federal financial assistance. Recent cases, both in employment discrimination law and under state constitutional law, afford similar protections for transgender individuals.

## SIGNATURE

**I, THE UNDERSIGNED, CERTIFY** that the 2015 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 and Technology requires. We will comply with the statutes and regulations cited above as required by the Institute of Museum and Library Services (IMLS).

Applicant Library or System	
-----------------------------	--

Project Title	
Project Administrator	
Federal Funds Requested	

Name of Principal Officer of Applicant Agency	Title of Principal Officer	Signature of Principal Officer	Date Signed <i>Mo./Day/Yr.</i>
		>	

**Mailing Instructions**

Print this page, sign, and return by mail. Envelope must be postmarked by **September 8, 2014**. Send signed page to:  
 Terrie Howe, LSTA Program Coordinator  
 Wisconsin Department of Public Instruction  
 Division for Libraries and Technology  
 PO Box 7841  
 Madison, WI 53707-7841

## Appendix B

This form is included so that applicants can see the criteria used to rank the grant proposals.



### **Library Services and Technology Act (LSTA) Application Rating Form – for volunteer reviewers**

PII 2435-B

The Institute for Museums and Library Services (IMLS) administers federal funds to state government agencies through LSTA 45.310. This is the online rating form used by subject experts to review competitive grants submitted to the Division for Libraries and Technology (DLT) within the Wisconsin Department of Public Instruction.

#### **Instructions**

- \* Please answer all questions for each of the grants in your category.
- \* Points must be awarded in whole numbers and according to the criteria within the LSTA Information and Guidelines 2015 and this application rating form.

#### **Save button**

Use this button if you do not have time to complete the rating form and need to return to finish. The Save button once clicked will open a page providing a new customized link with a message similar to the following (Your responses to the survey have been saved. Save the link to finish the survey at a later time.) Previous answers will be saved. Bookmark the new link so that you can return to your uncompleted application.

For Further Information Contact  
Terrie Howe  
Division for Libraries and Technology  
PO Box 7841  
Madison, WI 53707-7841  
teresa.howe@dpi.wi.gov

## General Information

Reviewer

Grant Applicant

Application Number

Project Title

## Competitive Category (*Select One*)

- Digital Creation Technology
- Digitization of Library Historical Material
- Merging Integrated Library Systems (ILS)

## Serving Special Populations

- Accessibility-Planning
- Accessibility-Projects
- Early Literacy
- Literacy- Planning
- Literacy- Project

---

## Criteria

A. In your judgment does this project fit the LSTA category in which the applicant is applying for funds?

- Yes
- No
- Not Sure

If "no" or "not sure" was checked, explain reason.

### Project Need

**(Maximum Points: 10)**

1a Target population identified (0-5 pts.)

1b Identifiable need, problem, or idea stated for project. (0-5 pts)

### Project Purpose

**(Maximum Points: 15)**

2a Project purpose clearly documented and justified (0-10 pts.)  
Is justification for this project shown using documentation such as survey results, professional opinions, and community input. Include information about the community, library/system, and the target population(s) to be served by the project using documentation such as demographic or library data.

2b Relevant planning documents stated. (0-5 pts)  
Did the library/library system use state, or local planning documents to support the project need?

2c Total Purpose/Justification

**Project Outcomes (Maximum Points: 15)**

3a Were measurable outcome(s) based on the identifiable need of the target population(s) stated. Did applicant clearly identify how change and impact will be measured at the beginning and the end of the project(0-15 pts)

3b. Total Outcomes

**Project Components & Outputs (Maximum Points: 35)**

4a Did applicant describe inputs, activities, services and outputs for each intended outcome of project? (0-35 pt.)

4b Total Components and Outputs

**Project Budget & Budget Narrative (Maximum Points: 20)**

5a Budget is clearly stated and appropriate to the project (0-10 pts.)

5b Budget narrative complies with grant category requirements (0-10 pts.)

5c Total Budget/Budget Narrative

**Project Abstract (Maximum Points: 5)**

6a Was a concise summary of the project purpose and intended outcome based on the project title, target population(s), and identifiable need provided?

**Comments or Conditions for Awarding LSTA Grant**



## Appendix C

This form is for informational purposes only. All awarded projects must complete the online form.



### Library Services and Technology Act (LSTA) Six-Month Evaluation

**Due Date:** July 15, 2015, 4:30 p.m.

#### INSTRUCTIONS

Complete this online six-month evaluation form by the date listed above.

#### A. Next button

Scroll down each page/section to click on the Next button. This will take you to the next page or section of the six month evaluation form.

#### B. Save button

Use this button if you do not have time to complete the evaluation and need to return.

#### C. IMPORTANT: Print a Copy

Print a completed evaluation copy for your records **BEFORE** submitting the six month evaluation form.

#### Contact Information

Terrie Howe, LSTA program coordinator

Phone No.: 608-266-2413

#### General Information

Project Title	<input type="text"/>
Project Number	<input type="text"/>
Library System or Other Organization Administering Project	<input type="text"/>
Person Completing Form	<input type="text"/>
Telephone Area Code/No.	<input type="text"/>
E Mail Address	<input type="text"/>

#### Narrative

Briefly describe your progress on this project to date. Include components, outputs, and funds spent up until now. Include any problems that have arisen.

## Appendix D



# Library Services and Technology Act (LSTA) 2015 Final Project Evaluation

**EXAMPLE ONLY**

**PII-2441-B**

**Due Date:** February 15, 2016

### **Instructions**

Complete this online final evaluation form by February 15, 2016.

#### **A. Next Page button**

Scroll down each page/section to click the Next Page button. This will take you to the next page or section of the final evaluation form.

#### **B. Save button**

Use this button if you do not have time to complete the final evaluation and need to return to complete it. Once clicked, the **Save** button will open a page providing a **new customized link** with a message similar to the following: "Your responses to the evaluation have been saved." **Please right-click on the link and SAVE as a bookmark or favorite.** Previous answers will then be saved. The bookmarked link will enable you to return to your uncompleted evaluation.

#### **C. Previous Page button**

Click the Previous Page button when you want to visit preceding pages of the grant evaluation.

#### **D. Print a Copy**

Print a copy for your records **BEFORE submitting** the application form. You must print a copy of **each grant application page/section** in one of two ways:

- a. Press the keyboard Ctrl + the P key, then click Print.
- b. Right-Click in any white space with your mouse, then click Print.

#### **For Further Information Contact**

Terrie Howe, LSTA program coordinator  
Wisconsin Department of Public Instruction  
Division for Libraries and Technology  
PO Box 7841  
Madison, WI 53707-7841  
[teresa.howe@dpi.wi.gov](mailto:teresa.howe@dpi.wi.gov)

LSTA Grant Number *Example: 15-186*

Name of Library, System, or Other Organization Administering Project

Project Category

Person Designated as Administrator of Project

Phone Area/No.

E-mail Address

Person Completing Form

Phone Area/No.

E-mail Address

Total Federal Funds Awarded

Total Federal Funds Used

Estimated Number of People Served *by this Project*

## Project Evaluation

- Describe the project purpose. Describe what activities that took place and who was involved
- What were the measurable outcomes of the project on the targeted population based on the need?
- Describe all components (inputs, activities, services and outputs) of the grant.
- Explain how partnering agencies were involved in the project.
- How were the funds spent?

---

## Comments & Stories

IMLS is gathering information to add strength to future endorsement of LSTA program funds. Please share comments about the project. Stories and anecdotes indicating that the grant had an impact on the targeted audience are encouraged.

[Previous Page](#)

[Submit Project Evaluation](#)