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# **Library Services and Technology Act (LSTA) Grant Information and Guidelines 2019**

20 U.S.C. §§ 9101-9176 as amended by the  
Museum and Library Services Act of 2018

Developed by  
**Division for Libraries and Technology**

Wisconsin Department of Public Instruction



Carolyn Stanford Taylor, State Superintendent  
Madison, Wisconsin

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Public Library Development Team  
Division for Libraries and Technology  
Wisconsin Department of Public Instruction  
125 South Webster Street  
Madison, WI 53703  
(608) 266-9534  
<https://dpi.wi.gov/pld/lsta>  
[LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov)

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# Table of Contents

<b>Introduction .....</b>	<b>1</b>
<b>Wisconsin LSTA Goals 2018-2022.....</b>	<b>1</b>
LSTA Advisory Committee.....	2
<b>LSTA Subaward Timeline .....</b>	<b>2</b>
<b>Subaward Consultation .....</b>	<b>3</b>
<b>LSTA Requirements .....</b>	<b>3</b>
Acknowledge IMLS for Project Funding .....	3
Allowable and Unallowable Costs.....	3
Budget and Activity Changes .....	4
Internet Accessible Devices .....	4
Evaluations: Mid-Project and End-of Project Grant Evaluations .....	5
Grant Payment – Claim for Reimbursement.....	5
Indirect Cost Rate.....	5
Partnerships and Collaboration .....	6
<b>LSTA Grant Application Instructions .....</b>	<b>7</b>
<b>Application Review and Notification .....</b>	<b>12</b>
<b>2019 LSTA Collaborative Technology Projects .....</b>	<b>13</b>
<b>2019 LSTA Collaborative Continuing Education Projects and Rubric .....</b>	<b>15</b>
<b>2019 LSTA Collaborative Public Library Public School Projects and Rubric .....</b>	<b>17</b>
<b>2019 LSTA Output Measurement Grants .....</b>	<b>19</b>
<b>Appendix: LSTA Grant Application Scoring Rubric .....</b>	<b>22</b>

# Introduction

The Library Services and Technology Act (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 \(IMLS\)](#). IMLS is the primary source of federal support for the nation's 123,000 libraries and 17,500 museums. The [Institute's mission](#) is to advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. IMLS administers its program according to the Office of Management and Budget's (OMB) based formula [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).

The Division for Libraries and Technology (DLT) in the Wisconsin Department of Public Instruction (DPI) provides the LSTA Grant Guidelines to describe the federal grant subaward program in Wisconsin. [LSTA grants from previous years are available](#) for applicants to view abstracts summarizing past projects in order to inspire ideas.

## Wisconsin LSTA Goals 2018-2022

Through the IMLS Grants to States program, Wisconsin established its goals based on the federal LSTA priorities and they are described in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#). Below are the state's primary goals and objectives. These purposes are accomplished through the activities implemented by DLT through statewide initiatives, managed projects and resources, or grant subaward projects.

- **Robust and equitable access to technology through statewide infrastructure and consulting services.** Objective: Assist libraries and systems in using technology, providing access and coordinating the use of technology statewide.
- **Statewide sharing of information resources and collaboration among libraries to provide equitable and efficient library services for all Wisconsin residents.** Objectives: Create, maintain and continuously improve on a platform and system to facilitate the sharing of content and resources across the state for all libraries in all locations. Encourage a more informed society by providing access to historical and current civic content.
- **Increased leadership capacity of public libraries through law, finance and data support including governance and service standards.** Objectives: To provide leadership and management training and consultation services for library staff and volunteer leaders. To develop clear and useful library standards and provide an interactive interface to enable real time and consistent measurement and comparisons of progress in meeting state standards.
- **Stronger engagement of public libraries with their communities and utilization of data to actively adapt to community needs.** Objectives: To increase awareness of community engagement as critical to public library sustainability and to provide training and resources to facilitate the effective community engagement practices of libraries with their local communities. To improve local libraries' ability to

create, collect and analyze local outcomes as part of ongoing data practices in order to actively adapt to community needs.

- **Increased involvement of youth and under-represented populations in library programs and services through staff training and shelf-ready resources.** Objective: To provide quality training, programs and information regarding identifying, attracting, and effectively serving the needs of youth and all community members, including individuals or groups for whom using the library is difficult or limited.

## LSTA Advisory Committee

The LSTA Advisory Committee is comprised of representatives of libraries in Wisconsin appointed by the State Superintendent of Public Instruction to serve staggered four-year terms. The primary responsibilities of the committee are to advise the State Superintendent and the DLT 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. Current committee members and contact information are located on the [LSTA Advisory Committee page](#).

# LSTA Subaward Timeline

This is a target timeline that is not specific to any particular grant application. The target period of performance for LSTA grants is April 1 through March 30. The following timeline includes lead-up activities, the period of performance, and follow-up items. Contact the DPI consultant assigned to the grant project for a more specific timeline.

Spring Year 1	LSTA Advisory Committee recommends grant categories and budget
August Year 1	Application, Information and Guidelines available
September Year 1	Grant application reviewer pool selected for competitive grants
October Year 1	Reviewers trained and application links distributed for review
October Year 1	Grant applications due to DPI
November Year 1	Reviewer recommendations due
December Year 1	LSTA Advisory Committee meeting to consider subaward recommendations
Feb.-March Year 2	Notification of Federal Grant Subaward announcements (pending federal appropriations)
April 1 Year 2	Projects begin (pending federal appropriations)
October Year 2	Mid-project LSTA evaluations due (online)
February Year 3	Final Budget Revision forms due to PLD
March 31 Year 3	Grant cycle ends
May Year 3	End-of-project evaluations due to PLD
May Year 3	Program Fiscal Reports (claims for reimbursement) due to LSTA accountant



- Consultant fees
- Supplies
- Food is only allowable if obtained in conjunction with training to achieve one of the LSTA purposes. The cost must be reasonable and necessary to achieve LSTA goals. In most cases it is best to use local funds for food expenses.
- Performance costs (only if the performance is primarily for educational purposes)
- LSTA project marketing cost (marketing the library in general is not an allowable cost)

## Unallowable Costs

- Purchase of Internet filtering software
- Marketing and public relations of general library services
- Meetings, conventions for non-LSTA grant activities
- Memorabilia or any kind of promotional items
- Gifts, souvenirs, t-shirts, temporary tattoos, toys, stickers, candy
- Parties, games, coloring books
- Incentives and motivators (i.e., rewards, prizes)
- Lobbying or advocacy activities (i.e., attempt to influence government decision-making)

DPI recommends that libraries partner with businesses and organizations to cover the cost of promotional materials. For more information about allowable and unallowable costs, view the [FAQ page](#).

## Budget and Activity Changes

DPI notifies grant subrecipients if the submitted budget within the application requires a change before the federal grant subaward is issued. If the grant subaward does not include any special conditions, the budget is approved as stated in the original application. DPI will provide a signed copy of the approved grant application and budget will be provided to the applicant agency along with the notification of federal grant subaward.

During the project performance period, changes to an approved grant budget must be approved by DPI. Changes to the budget details can be made directly to the LSTA application and emailed to the DPI project

## Internet-accessible Devices

LSTA funds used to purchase Internet-accessible devices (e.g., computers, tablets, or smartphones) or to pay for costs associated with accessing the Internet by library patrons and/or staff, must comply with the [Children's Internet Protection Act \(CIPA\)](#), passed in December 2000. CIPA mandates the use of Internet filters in libraries. This includes the purchase of computers for job resource centers or other off-site outreach endeavors.

LSTA funding may be used for projects that include use and/or purchase of Internet-accessible devices that are non-CIPA compliant if matching local funds are used for the purchase of the devices. LSTA funds can be used for equipment, training, transportation, or other LSTA allowable costs related to the use of the Internet-accessible devices that are non-CIPA compliant. For example, in a project involving use of iPads that are non-CIPA compliant, the iPads may not be purchased with LSTA funds although security cases, cables, storage cart, or training may be funded through an LSTA grant award. In this example, the grant application would reflect the source of funding for all items purchased as part of the project.

## Evaluations: Mid-Project and End-of-Project Grant Evaluations

Each recipient of LSTA funds must complete an evaluation of the project. Evaluations are due to DPI mid-project and after the conclusion of the project. The evaluation questions are included in the grant application and will be answered for the project evaluations. In addition, DPI requests grant subrecipients to inform DPI staff of any problems that have arisen.

Mid-Project Evaluation	End-of-Project Evaluation
Progress in achieving Performance Objective(s) Activities to Achieve the Project Goals section	Progress in achieving Performance Objective(s) Activities to Achieve the Project Goals section
DPI will review LSTA funding claims status	DPI will review LSTA funding claims status
Indicate if there are any changes to the staff assigned to the project	Indicate if there were any changes to the staff assigned to the project
Describe any problems that have arisen in implementing the grant as well as any assistance requested from DPI staff	Project Outcomes – Evaluation
	Additional Materials

## Grant Payment – Claim for Reimbursement

Disbursement of grant funds is done on a reimbursement basis. This means the grant recipient makes purchases using local funds and then submits a [program fiscal report \(PI-1086\)](#) (also referred to as a claim for reimbursement) then LSTA funds are directly deposited to a bank account established by the grantee following approval of the form by DPI. DPI recommends that grant subrecipients submit [program fiscal reports \(PI-1086\)](#) at least quarterly during the grant period. Direct all questions regarding financial claims to DPI’s LSTA accountant, Mark Rudman, at [mark.rudman@dpi.wi.gov](mailto:mark.rudman@dpi.wi.gov) or (608) 267-9187. Recipients must complete grant activities and encumber expenses by the end date on the notification of federal grant subaward. The grantee maintains all receipts for purchases.

LSTA applicants that have not registered banking information with DPI must do so before DPI will issue a federal grant subaward or approve claims for reimbursement. This process may take several months, so DPI recommends starting this process as soon as an agency decides to apply for an LSTA grant. Contact Jacqueline Jordee, accountant, at [jacqueline.jordee@dpi.wi.gov](mailto:jacqueline.jordee@dpi.wi.gov) or call (608) 267-9134 for more information regarding online aids banking for your agency.

## Indirect Cost Rate

An indirect cost is an organization’s incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as “overhead costs.” Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs must be budgeted within the specific dollar amount awarded in the LSTA grant. The awarded agency cannot budget indirect costs in excess of the grant award amount.

Applicant agencies can choose to budget indirect costs using one of the following methods.

- **Use a current indirect cost rate already negotiated with a federal agency; or use an indirect cost rate proposed to a federal agency but not yet approved.** Federally negotiated indirect cost rates are

negotiated agreements between federal agencies and nonprofit organizations. If the applicant agency already has an existing negotiated indirect cost rate in effect with another federal agency, the agency may use this rate to calculate total project costs and apply the rate in accordance with the terms of the negotiated agreement. A copy of the negotiation agreement will be required as a condition of a grant subaward. DPI will only accept federally negotiated indirect cost rates that are current at the time awards are announced. The applicant agency must notify DPI when using a federally negotiated indirect cost rate.

- **Use a de minimis rate not to exceed 10% of modified total direct costs (MTDC)** if the agency has never had a federally negotiated indirect cost rate and is not subject to other requirements (e.g., for States and Local Governments, and Native American Tribes). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. If the agency chooses to use this rate, the agency must exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. If the agency is eligible and has never had a federally negotiated indirect cost rate, the agency may use this rate with no additional documentation required.
- **Not include any indirect costs** (allowing more of granted funds to be used toward actual project costs).

The following example of how to budget indirect costs is from the *DPI Local Educational Agency (LEA) Indirect Cost Plan July 1, 2017 – June 30, 2022* available on the [School Management Services team Indirect Cost Information page](#). This calculation is applicable to public libraries and public library systems in addition to LEAs.

Sum 100% (1.0) + 10% (de minimis rate) (0.1) = 1.1

Grant Award Amount \$10,000 / Sum + Indirect (above) 1.1 = MTDC \$9,090.91

Direct Cost	\$9,090.91		Direct Cost	\$9,090.91
Indirect Cost Rate	x <u>          .1</u>	<b>Check →</b>	Indirect Cost	+ <u>      \$909.09</u>
Indirect Cost	\$909.09		<b>Total Grant Award</b>	<b>\$10,000.00</b>

## Partnerships and Collaboration

IMLS defines a partner in the *State Program Report (SPR) Reporting System User Documentation – State Library Administrative Agency View* as, “A cooperating institution, designated through a formal agreement that contributes material resources (i.e., materials, funds, staff) to the activity.” IMLS provides the example that a statewide training that staff from several library systems attend is not considered a partnership between DPI and the systems, but if DPI worked with UW–Madison, who agreed to provide their facilities to host the training, that would be considered a partnership. There are many opportunities to collaborate on LSTA projects, but not all of the collaborations are partnerships per the IMLS definition.

IMLS considers [partnerships](#) official when there is a formal agreement between the grant applicant and another institution and a contribution of material resources. An agreement may come in the form of signed letter stating the intent of member librarians to offer a program to library users, financial support, or in-kind contribution of staff to teach a workshop/presentation. The formal agreement should include a clear understanding of the responsibilities expected from each institution.

Grants are offered to a single fiscal agent; any project that includes distribution of funds and/or shared activities with additional entities must have a formal partnership agreement. This is an [example of a written memorandum of understanding \(MOU\)](#) and can be modified to formalize a project partnership.

For fiscal relationships, allocating funds to member libraries requires greater documentation of accountability in the LSTA application and final evaluation. For example, library system staff, as grant administrators, need to provide information to member libraries about their responsibility in agreeing to accept funds. IMLS requires that each recipient of funds describe the impact of the federal funds on its community. Each library or organization that receives and expends LSTA money must report the use of the LSTA funds and the outcomes of the project to the original recipient of the grant award.

## LSTA Grant Application Instructions

LSTA grant application forms and the LSTA Grant Information and Guidelines will be found on the [Public Library Development \(PLD\) Wisconsin LSTA page](#). Applicants must use the application that corresponds to the project to apply for LSTA funds. General LSTA projects use [the LSTA application form PI-2440-A](#), collaborative continuing education projects use application [PI-2440-CE](#), collaborative public library public school projects use application [PI-2440-PLPS](#), and the Increase Capacity for Technology Tools and Resources use the application [PI-2440-TECH](#). All grants will be evaluated based on the requirements described in the corresponding rubric for the grant. Receiving an LSTA grant award is dependent on the quality of the submitted application.

The original, completed Microsoft Word document **and** one signed, scanned copy in PDF format must be submitted to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) by the application deadline.

Regional public library systems and public libraries are the primary and intended recipients LSTA funds. Public library systems and public libraries must be in compliance with [Public Library Services Funding Framework](#). LSTA funds will not be awarded if these requirements are not met. For a complete review of statutory requirements, see [Wis. Stats. § 43](#).

The following fields are found in the PI-2440-A general LSTA program application and may not be applicable to the grant project you are applying for. Please check the grant instructions for the grant you are applying for for details.

### GRANT INFORMATION

**Grant Title** – the name of the LSTA project the applicant will conduct activities to achieve performance preceded by “LSTA –”. For example: “LSTA – Delivery” or “LSTA – Public Library System Redesign”

### GENERAL INFORMATION

**Applicant Agency** – the name of the public library or public library system that is applying as the fiscal agent for the grant project.

**Public Library System Name (if system is not the Applicant Agency)** – if the applicant is a public library, provide the public library system of membership. Applicant systems do not have to respond.

**Project Administrator Name** – the name of the Applicant Agency staff or board person who will be the primary person responsible for grant communication in the agency.

**Project Administrator E-Mail** – the e-mail address for the Project Administrator that will be the primary method of official DPI communication.

**Project Administrator Phone** – the telephone number for the Project Administrator that will be a method of DPI communication.

**Applicant Agency Business Manager Name** – the name of the Applicant Agency staff member who may be a bookkeeper, office manager, or business manager who is responsible for tracking federal revenues and claiming funds from DPI.

**Applicant Agency Business Manager E-Mail** – the e-mail address for the Business Manager. This person will be copied on communication from DPI regarding grant award and claims reimbursement.

**Applicant Agency Business Manager Phone** – the telephone number for the Business Manager. This person may be contacted by DPI regarding grant award and claims reimbursement.

**Counties Served by Project (or Statewide)** – the names of the Wisconsin counties that are receiving services as part of this LSTA project. If a project is statewide, write “Statewide.” If a project is system-wide, the applicant may write the name of the system(s) followed by counties, e.g., “IFLS counties and Northern Waters counties.”

**Wisconsin Federal Congressional District(s) Served by Project** – the number(s) of the Wisconsin Federal Congressional District(s) that are receiving LSTA services as part of this project. Maps of Wisconsin Federal Congressional Districts are available from the [Wisconsin Legislative Technology Services Bureau Geographic Information Systems](#).

**Total LSTA Funds Requested** – the amount of LSTA dollars requested by the applicant agency necessary and reasonable to perform the activities described in the grant application. DPI will inform applicants of the maximum amount of funding available to be requested for any individual project.

## **COLLABORATIVE PARTNERS**

This section may be required for a grant application, for example, the Increase Capacity Technology Tools and Resources requires collaboration among public library systems. Provide the information requested for each collaborative partner agency.

**Collaborating Agency Name** – the name of the public library or public library system that is collaborating with the applicant agency to achieve the grant objectives.

**Collaborating Agency Contact Name *First & Last*** – the first and last name of the representative from the Collaborating Agency.

**Collaborating Agency Contact E-mail** – the e-mail address of the named representative from the Collaborating Agency.

**Amount of Agency LSTA Allocation Contributed to Project** – if the Collaborating Agency is allocated an amount of LSTA funding for a collaborative project, the Collaborating Agency must list the amount of the LSTA allocation being contributed to the project. If the Collaborating Agency is LSTA allocated but not contributing LSTA funding to the proposal, the amount should be \$0. Do not provide an amount if the Collaborating Agency is contributing only state or local funding.

**LSTA Allocation Source** – if the Agency is contributing funding to the project, provide the source of the allocation. If the Collaborating Agency is partnering with the applicant and not contributing LSTA funding, the Agency may select Not LSTA – contributing state/local funding or system staff effort.

## ASSURANCES AND ASSURANCES SIGNATURE

Agencies applying for federal LSTA funding must provide assurance that 1) the application is complete and accurate; 2) the agency is aware of and will comply with all applicable state and federal statutes, rules, and regulations; and 3) the agency is authorized to administer the grant.

**Applicant Agency** – the name of the public library or public library system that is applying as the fiscal agent for the grant project. Repeated from General Information section.

**Name of Authorized Representative of Applicant Agency** – the name of the duly appointed representative who is authorized by the Library Board to certify the assurance on behalf of the Applicant Agency.

**Title of Authorized Representative** – the position title for the staff or board member who signs as the Authorized Representative.

**Signature** – the Authorized Representative must sign the completed application form.

**Date Signed** – the date the Authorized Representative signed the completed application form.

## PROJECT ABSTRACT

Provide a succinct paragraph of the project, including its purpose and intended outcome based on targeted population(s) and identifiable need. It is a summary of the project. Write for a general audience by avoiding jargon, acronyms, and abbreviations. Also avoid highly technical activity details, numerical lists and bullets.

The abstract will be used throughout the grant process, such as reference point on the mid-project and end-of-project evaluations. In addition, abstracts are posted on the IMLS and DPI websites for publicity purposes and idea generation by future grant applicants. See Abstracts in the FAQ for an example of an abstract and links to other models.

## NEEDS AND ASSETS ASSESSMENT

The application must demonstrate an understanding of the target audience, including its demographics and barriers to library use. Describe how the project is relevant to library, system, and state planning documents.

Describe how the need for this project was determined and the extent of the current problem(s) for the users. Provide justification of the needs of the targeted audience(s) who would use the library for the grant project. Do not rely on assumptions or perceived needs of a targeted population(s); provide evidence from within the population you plan to serve.

Include how this project supplements local efforts in the targeted region or community. If the applicant agency has made other relevant efforts to meeting the identified needs, those efforts should be mentioned here.

Specific groups of current or future library users or non-users (audiences) that may be targeted through this project may include one or more of the following:

- Public library users, students, staff for the library
- Individuals of diverse geographic, cultural, and socioeconomic backgrounds
- Individuals with limited functional literacy or information skills
- Individuals with disabilities
- Persons having difficulty using a library
- Underserved urban and rural communities
- Children from families with incomes below the poverty line.
- Projects should differentiate between primary and secondary targeted population(s) if member **library staff** and the **public** are to be served by the project.

## ACTIVITIES TO ACHIEVE PROJECT GOALS

Each applicant is required to describe a minimum of one performance objective and outcomes to be tracked and evaluated during the grant period. There are two additional pages for the applicant to provide additional performance objectives if the applicant's project aims to achieve more than one performance objective. Most projects should focus on no more than three performance objectives. If the applicant agency believes that the project focuses on more than two major performance objectives, the applicant agency should contact Michael Dennison, PLD consultant, at [michael.dennison@dpi.wi.gov](mailto:michael.dennison@dpi.wi.gov) or call (608) 266-5196 to discuss the performance objectives.

**Performance Objective** – Set a goal that can be achieved as a part of this project as a whole. Create a goal that is specific to the project, can be measured, evaluated, and assigned to staff.

**Baseline** – Identify the starting point measure prior to beginning this project's activities. Choose a starting value to measure current conditions that the applicant hopes to affect by the project activities.

**Activities to Achieve Objective** – Identify how the applicant agency will achieve this result using LSTA funding. Explain what specific actions will be taken by the applicant in order to achieve the performance objective.

**Evaluation Method** – Identify the methods the applicant agency will use to measure the results. The evaluation method must be able to accurately compare results to the baseline measure.

**Person(s) Responsible** – Identify the staff or library board member(s) who will be responsible for the activities to achieve the objective.

**Progress** – Identify the progress the agency made in achieving the Performance Objective. Leave the Progress response blank when submitting the initial application. Complete the Progress response as a mid-project and end-of-project report. Provide a progress update on the success in achieving the Performance Objective using measurable results from the Evaluation Method described above.

## LSTA BUDGET DETAILS and SUMMARY

The budget details section requires the applicant agency to list all the budget line item purchases the applicant agency requests to make using LSTA funds as well as any matching funding provided in any of the LSTA categories. The totals from the budget details section will automatically calculate in the budget summary section. Each budget section is described below.

All budget items must conform to the LSTA Allowable and Unallowable Costs. DPI may approve a project proposal while requesting that the applicant agency make budget revisions to appropriately and allowably administer the project. The budget and project proposal are approved when the DPI grant program coordinator signs the budget summary page.

**Match Funds** – the applicant agency should describe any materials, personnel, services, that are directly supporting this project. The applicant agency must select if the funds are sourced from state aid or from any other local fund source including contract income from another agency.

**Salaries/Wages/Benefits** – All salaries, wages, and fringe benefits paid to Applicant Agency staff directly contributing to the project. Staff members with the title of "Consultant" who are paid from and contributing to this project should be budgeted here and not in the Consultant Fees section.

**Consultant Fees** – all expenses related to acquiring the expert services of a third-party consultant for a specific activity within the project can be included in this category. Costs may include fees, travel, accommodation, and

support services hired directly by the consultant. Do not include costs incurred by an Applicant Agency staff member or the staff of a public library or system who have the title of “Consultant.”

**Travel** – travel costs must be related to the project activities and must be incurred by the Applicant Agency staff working on the project. The costs include airfare, ground transportation, accommodation (lodging), meals, etc. For airfare, economy class must be used at all times. Select the type of travel expenditure and describe the travel selections in the text box next to the selection. Do not include travel expenses by a third party. Reported expenses must be related to the project activities.

**Supplies/Materials** – costs for supplies and materials including computing devices (if the acquisition cost per unit is less than \$5,000) purchased specifically for the project. List the consumable items and quantities of supplies and materials necessary to carry out the project such as print books, e-books, audiobooks, DVDs and/or technology such as computers, laptops, tablets, printers, STEM kits, etc.

**Equipment** – **Equipment purchases require prior approval from DPI and IMLS.** The Applicant Agency may request to purchase equipment by completing the [LSTA Equipment Approval Request form](#). Equipment is defined as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.

**Services** – costs of project activities to be undertaken by a third-party contractor or vendor, including a formal partner. Databases should be described here and names of contractors included.

**Other Operational Expenses (Indirect)** – this description includes allowable indirect costs incurred by the grantee. Briefly describe the indirect costs associated with the indirect cost recovery. The applicant must also make a checkbox selection to inform DPI of the applicant’s decision to recover indirect costs.

**Applicant Agency and Grant Title** – the applicant should repeat these fields from the General Information section.

**Rate** – provide the indirect rate the applicant chooses to recover.

Other summary fields automatically calculate as budget details are entered.

## **JUSTIFICATION FOR CHANGES**

Provide a narrative description of changes to an approved budget. Include a description of why the budget change was necessary and how it will improve the project. A budget revision must be made if the LSTA Budget Category lines on the LSTA Budget Summary page will vary 10% or more from the approved amount when filing a program fiscal report (claim for reimbursement).

## **PROJECT OUTCOMES - EVALUATION**

The responses to the Project Outcomes – Evaluation section are due to DPI following the completion of the project. DPI recommends filling in the responses throughout the course of the project. These responses may be requested throughout the project and will be submitted to DPI following the conclusion of the project as an end-of-project report.

**Describe the important findings and outcomes from the project.** This is a brief description of any findings or outcomes not reported elsewhere. What changes happened as a direct or indirect result of this project? What are the results for the targeted population or region? Discuss whether people are using or reusing the new services provided through your project; whether knowledge has been gained and shared with others; and whether your users value what you are providing them.

**Describe the importance of these outcomes and findings for future program planning.** Given the outcomes and findings that resulted from this project, how will this impact the future program planning in the agency? If this program will continue, how will it impact planning for this project?

**Based on outputs, outcomes, and other results, explain any significant lesson(s) learned for DPI and others in the library and information sciences field who want to adopt any facets of this project.** Provide a response that informs anyone who would want to adopt any facet of this project of the aspects of implementing this project that were successful, the pitfalls to avoid, and things to try differently.

## Application Review and Notification

DPI reviews grant applications following the application deadline. Non-competitive categories are restricted to a specific agency or agencies, with funds distributed among the eligible projects. These projects are reviewed by PLD staff and the LSTA Advisory Committee. Competitive federal grant subawards are reviewed by a panel of trained, independent individuals using a rating rubric that is available to applicants during the application process. Not all eligible projects may receive funding.

Division staff review the comments and ratings of the independent reviewers. DPI staff make their recommendations to the LSTA Advisory Committee. The LSTA Advisory Committee reviews and discusses reviewer ratings, and makes recommendations to the State Superintendent of Public Instruction.

The State Superintendent reviews recommendations from the Advisory Committee and Division staff, and makes a final determination regarding all grant applications, both non-competitive and competitive. DPI notifies all applicants if their projects will be funded or not. Funding is dependent on LSTA funding appropriation by the U.S. Congress.

If projects are selected for funding, grantees may be required to attend a virtual information session offered shortly after the grant notifications are issued.

# LSTA Collaborative Projects

## Increase Capacity for Technology Tools and Resources

LSTA funding for system technology projects was restructured beginning in 2018. [The October 2017 blog post about LSTA technology block grants](#) outlines the need for changes and the history of our communication of that change.

The Division asked the LSTA Advisory Committee to approve a recommendation for the “Increase Capacity for Technology Tools and Resources” project in the Federal Fiscal Year 2019 budget. The Committee approved the Division’s recommendation and allocated \$250,000, divided into two sections, each with a corresponding formula and set of stipulations. Any public library system receiving funds is required to complete mid- and end-of-project reporting covering the activities and populations served.

The first category of funds is available to all systems for collaborative system technology projects. Systems must submit a proposal for collaborative projects in any of four areas. Funds may be requested up to a maximum amount per system determined by the formula. The second category of funds is available only to systems experiencing funding challenges due to population sparsity and geography. Individual systems may apply the supplemental sparsity funds to assist with technology needs not met by the four options of the collaborative projects, or apply the funds to a collaborative project. In addition, some or all of the sparsity funds may be applied to offset delivery costs for that system or its member libraries (this is the only exception where funds within this category may offset already established operating costs).

### Application

To apply for a collaborative LSTA application to increase capacity for technology tools and resources, use the [LSTA 2440-TECH application](#). Any applications for Sparsity aid not combined with collaborative technology aid should use the LSTA grant application in the [LSTA grant application instructions section](#).

### Allocations

The [2019 LSTA Increase Capacity for Technology Tools and Resources and Sparsity Aid allocation table](#) for this project includes total LSTA aid amounts for the two categories. *Column M* (2019 Total LSTA System Funds for Collaborative Projects Rounded) refers to funds for collaborative system technology projects. *Column P* (2019 Sparsity Funds Rounded) refers to funds for individual systems experiencing sparsity. *Column Q* (2019 Total LSTA Collaborative Technology and Sparsity Aid) refers to the total funds for the two categories for each system. A maximum of \$250,000 for this project is split between the two categories.

### General stipulations for LSTA projects

- Projects shall conform to [2018-2022 LSTA Plan for Wisconsin](#)
- Projects shall *improve users' ability to obtain information resources*
- Projects shall address equity of access to tools, training, or resources
- Funds may be used to underwrite startup costs for new services that can subsequently be sustained
- Any system receiving funds will be required to complete mid-project and end-of-project reporting
- Funds shall **not** be used for licensing products or platforms in categories already provided by DPI
- Funds shall **not** be used for ongoing operational costs, or already established system or member Overdrive or Advantage accounts

## Collaborative Technology LSTA project stipulations

Collaborative Technology Projects funds may only be used for the following four project areas. This is indicated on the LSTA application, where the applicant must also provide a rationale of why the proposal meets the stipulations for the selected project area. These stipulations do not apply to Sparsity aid.

1. To establish or support *inter-system collaborative agreements* to extend technology support services in order to:
  - a. share expertise or technology support services to benefit individual libraries; and
  - b. extend technology support or technology services to systems unable to provide those services through aggregated contracts or revised contracts benefiting from economies of scale.
2. To purchase or expand learning or information resources through group contracts
  - Agreements should include single fiscal agent, formal agreements, and designation on how training and support will be cost-shared if new resources are contracted among two or more systems (those resources must be available to all library users throughout the extended region)
3. To digitize local materials that have a statewide or large regional interest for libraries within a multi-system region
  - May include central services, support, and training but must also support local scanning or digital creation, and
  - Must include provisions for local library partnerships with museums or local history services
  - Resulting resources must conform to Recollection Wisconsin practices and principles, and
  - Must include development of a digital and physical preservation plan, if that has not already been addressed for the original items or artifacts
4. To better prepare libraries within a multi-system region for training and support of local libraries in:
  - a. digital skills and knowledge for library staff and library users; and/or
  - b. digital skills or training to support workforce skills for library users.

# 2019 System Continuing Education LSTA Subawards

As part of the 2018-2022 Five Year LSTA Plan for Wisconsin, the Wisconsin Public Library Development Team (PLDT) provides grant subawards to regional library systems for collaborative continuing education (CE) projects. These subawards will offer financial and material resources that will emphasize specific aspects of library services.

Projects require focus on at least one (1) of the following areas:

- Youth Services (ages 0-18)
- Adult Services (ages 19+)
- Community Services (all ages)
- Inclusive Services (all ages)

Projects must use funds for two (2) distinct purposes:

1. An in-person continuing education event.
  - a. Reimbursements might include speaker fees, speaker travel costs, attendee mileage, or training supplies.
2. Supporting individual member library efforts related to and following the in-person continuing education event.
  - a. Systems might reimburse individual libraries for the following: purchasing materials or supplies, attending a conference or training, or enrolling in an online course. Systems may choose to predetermine reimbursement options or offer flexibility.

PLDT will offer \$50,000 during the 2019 LSTA fiscal year. Funds will be allocated based on project proposals. Funds will be distributed to a pre-identified lead system on a reimbursement basis; funds must be used according to LSTA guidelines for allowable costs. Projects are also subject to LSTA reporting. All project work, reports, and claims for reimbursement must be submitted on or before July 15, 2020.

## Project Proposals

Project proposals will be accepted for consideration by the PLDT on a rolling basis between Monday, September 16, 2019, through Friday, January 17, 2020. Proposals will be reviewed on a first come, first serve individual basis. Proposals may be accepted as-is, sent back for modifications, or not accepted. Proposals will be evaluated using a rubric emphasizing the established guidelines, support of the LSTA Five-Year Plan, and system collaboration efforts.

Applicants should address how a focus area(s) relates to the annual and long-range plans of each system involved. In addition, focus area(s) efforts should emphasize best practices and critical reflection on the part of system and member library staff participation. Activities related to summer library programming are not supported by this project. Funds for the in-person continuing education event should not exceed the funds allocated to support individual member library efforts.

Submit your proposal using the [LSTA Grant Application form \(PI-2440-CE\)](#) and send to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) between September 16, 2019, and January 17, 2020. Submission of a project proposal does not guarantee funding. Funding will be dependent on a systems' total population as estimated by PLDT. An estimated minimum award is \$3,000 and an estimated maximum award is \$10,000. Applicants will be notified about the application status within ten business days following submission of a complete application form. Approved projects can commence as soon as the fiscal agent receives a Notification of Federal Grant Subaward letter.

Project proposals must:

- Include collaboration between a minimum of two Wisconsin public library systems (sharing a border is not a requirement).
- Include collaboration between continuing education coordinators and system services staff/consultants/liaisons.
- Indicate roles and responsibilities for system staff persons involved.
- Include budget details.
- Target one of the four focus areas.
- Include an in-person continuing education event.
- Support individual member library efforts related to and following the in-person continuing education event.

In order to be considered for funding, the project proposal must: demonstrate collaboration; identify a public library/system to serve as fiscal agent; indicate roles and responsibilities of staff involved; and request between \$3,000 and \$10,000 in LSTA allowable costs. Project proposals will be evaluated using the rubric below. Proposals must score 7 points or higher (out of 12 possible points) in order to be approved for funding. DPI may require applicants to revise the grant application prior to providing funding.

Scoring Rubric	1 point	2 points	3 points	4 points
<b>Strength of project collaboration between school and public library staff OR library systems</b>	Project includes participation from school and public libraries for Public Library Public School Grant OR 2+ systems for System CE Grant, but partnership does not fully involve both resources.	Although some collaboration is evident, there is little or no realization of this relationship for stakeholders.	Collaboration is strong and messaging on these efforts is clear to all.	In addition to previous criteria, evidence exists that organizations are working towards a continuing, mutually beneficial collaborative relationship to improve services to stakeholders.
<b>Strength of connection between project focus, purpose, and target population</b>	Proposal is vaguely tied to project focus, purpose, and target population.	Proposal shows some connection to project focus, purpose, and target population.	Proposal shows a strong connection between project focus, purpose, and target population.	Proposal shows multiple strong connections between project focus, purpose, and target population.
<b>Thoroughness of budget and timeline?</b>	Budget is inaccurate or seems to not account for all expenses.	Budget is complete and accurate.	Budget is thoughtful and clearly detailed.	Budget includes details that show proactive plans in case of alterations to proposal and/or contributions from other community resources.

**For information on the focus areas of adult services and community services, contact:**

Cindy Fesemyer  
 (608) 266-7270  
[cindy.fesemyer@dpi.wi.gov](mailto:cindy.fesemyer@dpi.wi.gov)

**For information on the focus areas of youth services and inclusive services, contact:**

Tessa Michaelson Schmidt  
 (608) 267-5077  
[tessa.schmidt@dpi.wi.gov](mailto:tessa.schmidt@dpi.wi.gov)

**For information about LSTA, including allowable costs, contact:**

Michael Dennison  
 (608) 266-5196  
[michael.dennison@dpi.wi.gov](mailto:michael.dennison@dpi.wi.gov)

# 2019 Public Library Public School LSTA Subawards

As part of the 2018-2022 Five Year LSTA Plan for Wisconsin, the Division for Libraries and Technology (DLT) provides grant subawards to Wisconsin public libraries for collaborative projects with local public school libraries. These subawards will offer financial and material resources that will emphasize specific aspects of library services.

Projects require focus on one (1) of the following areas:

- Collection management with a focus on diversity, inclusion, and equity
- Hands-on learning, including maker and computational thinking

Projects must use funds for one or both of the following purposes:

1. An in-person education event for youth (ages 0-18)
2. Library and classroom program and curriculum materials

DLT will offer \$50,000 during the 2019 LSTA fiscal year. Funds will be allocated based on project proposals. Funds will be distributed to a Wisconsin public library on a reimbursement basis for these collaborative projects with local school libraries; funds must be used according to LSTA guidelines for allowable costs. Projects are also subject to LSTA reporting. All project work, reports, and claims for reimbursement must be submitted on or before July 15, 2020.

## Intent to Apply

All applicants must submit an “Intent to Apply” message *before* submitting a project proposal in order to assess Aids Banking status; i.e., ability to receive reimbursement electronically from DPI. To submit a message, a Wisconsin public library staff person should email [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) with the subject line “Intent to Apply” and the following information in the body of the message: name of public library intending to submit a proposal, name of collaborating public school or district, abstract (general description) of project proposal. Once DPI has received a message, staff will confirm the aids banking status and respond to the applicant with further instructions. If an applicant does not have Aids Banking established with DPI, additional forms will be required in addition to the project proposal application.

## Project Proposals

Applicants can submit a project proposal after receiving Aids Banking status. Project proposals will be accepted for consideration by the DPI on a rolling basis between Monday, September 16, 2019, through Friday, January 17, 2020. Proposals will be reviewed on a first come, first serve individual basis. Proposals may be accepted as-is, sent back for modifications, or not accepted. Proposals will be evaluated using a rubric emphasizing the established guidelines, support of the LSTA Five-Year Plan, and collaboration efforts.

Applicants should address how a focus area(s) relates to the annual and long-range plans of each library and school involved. Activities related to summer library programming are not supported by this project.

Submit your proposal using the [LSTA Grant Application form \(PI-2440-PLPS\)](#) and send to [LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov) between September 16, 2019 and January 17, 2020. Submission of a project proposal does not guarantee funding. An estimated minimum award is \$3,000 and an estimated maximum award is \$10,000. Applicants will be notified about the application status within ten business days following submission of a complete application form. Approved projects can commence as soon as a Notification of Federal Grant Subaward letter is received by the fiscal agent.

Project proposals must:

- Include collaboration between a minimum of one Wisconsin public library and one Wisconsin public school/district.
- Include collaboration between public library staff and school library staff.
- Indicate roles and responsibilities for staff person involved.
- Indicate budget details.
- Target one or both of the focus areas.

In order to be considered for funding, the project proposal must: demonstrate collaboration; identify a public library/system to serve as fiscal agent; indicate roles and responsibilities of staff involved; and request between \$3,000 and \$10,000 in LSTA allowable costs. Project proposals will be evaluated using a rubric. Proposals must score 7 points or higher (out of 12 possible points) in order to be approved for funding. DPI may require applicants to revise the grant application prior to providing funding.

Scoring Rubric	1 point	2 points	3 points	4 points
<b>Strength of project collaboration between school and public library staff OR library systems</b>	Project includes participation from school and public libraries for Public Library Public School Grant OR 2+ systems for System CE Grant, but partnership does not fully involve both resources.	Although some collaboration is evident, there is little or no realization of this relationship for stakeholders.	Collaboration is strong and messaging on these efforts is clear to all.	In addition to previous criteria, evidence exists that organizations are working towards a continuing, mutually beneficial collaborative relationship to improve services to stakeholders.
<b>Strength of connection between project focus, purpose, and target population</b>	Proposal is vaguely tied to project focus, purpose, and target population.	Proposal shows some connection to project focus, purpose, and target population.	Proposal shows a strong connection between project focus, purpose, and target population.	Proposal shows multiple strong connections between project focus, purpose, and target population.
<b>Thoroughness of budget and timeline?</b>	Budget is inaccurate or seems to not account for all expenses.	Budget is complete and accurate.	Budget is thoughtful and clearly detailed.	Budget includes details that show proactive plans in case of alterations to proposal and/or contributions from other community resources.

**For information related to public school library education, contact:**  
 Monica Treptow  
 (608) 575-6065  
[monica.treptow@dpi.wi.gov](mailto:monica.treptow@dpi.wi.gov)

**For information related to public library youth services, contact:**  
 Tessa Michaelson Schmidt  
 (608) 267-5077  
[tessa.schmidt@dpi.wi.gov](mailto:tessa.schmidt@dpi.wi.gov)

**For information about LSTA, including allowable costs, contact:**  
 Michael Dennison  
 (608) 266-5196  
[michael.dennison@dpi.wi.gov](mailto:michael.dennison@dpi.wi.gov)

# LSTA Output Measurement Grants

- Deadline:** August 14, 2020
- Grant Application:** Use [PI-2440-OUTPUT](#)
- Purpose:** Improve reference, visit, and wireless session output measurement in Wisconsin public libraries
- Eligible libraries:** See the [LSTA Output Measurement Grants Eligibility and Source Data workbook](#)

As part of [Wisconsin Library Services and Technology Act \(LSTA\) Five-Year Plan 2018-2022](#), the Division for Libraries and Technology (DLT) within the Wisconsin Department of Public Instruction (DPI) is offering data collection grants to support basic data and enhanced data collection and analysis.

This first offering is targeted to improve Wisconsin's response rates on the national Public Libraries Survey for output measures where the state does not meet the Office of Management and Budget's (OMB) statistical standard (70% response rate for the state), the Institute of Museum and Library Services (IMLS) statistical standard (80% response rate for the state), or the top-tier threshold for IMLS reporting (95%). These grants will provide resources to public libraries and public library systems for basic and enhanced data collection and analysis. This first offering of this grant is targeted toward libraries that reported no data in a particular category within the past five years (2015 Annual Report through 2019 Annual Report).

Future iterations of this grant will focus on spurring increased professional learning regarding setting outcomes, collecting data and analyzing data. In the future, grant funds may also be used for training services, such as training on how to effectively use outcome measurements in libraries or how to best utilize data collection equipment. Basic equipment/software grants are also anticipated to continue in the future with eligibility expanded to include more libraries who report utilizing survey weeks to annualize data.

## Specific Data Elements Targeted and Allowable Costs

The following data elements are targeted with these grant funds to help Wisconsin achieve response rates that meet and exceed the OMB and IMLS statistical standard:

- Reference Transactions (REFERENC) 68.8%
  - Reference tracking software
- Wireless Sessions (WIFISESS) 76.6%
  - Wireless session tracking software
- Library Visits (VISITS) 86.9%
  - Gate counter
  - Infrared/thermal counter
  - Wireless transmission of counter data

## Timeline

The timeline for this first round of grants is extremely brief. Grant applications will only be accepted through **Friday, August 14, 2020**.

If awarded, grant recipients must make purchases **and** claim reimbursement for funds prior to Friday, September 25, 2020. Services may be contracted for up to one year. If this timeline is not feasible for your library or library system, consider applying in a future round.

## Eligibility

To focus on projects for greatest impact to build capacity around data collection, the first round of funding is targeted for libraries where no data collection has occurred in a particular category within the past five years. DPI plans to offer additional funding opportunities in the future to expand which libraries are eligible to advance the state’s goal of moving beyond *output* measurement to *outcome* measurement.

See the [LSTA Output Measurement Grants Eligibility and Source Data workbook](#) for a list of eligible public libraries.

**Public libraries** may be eligible in any combination of one to three categories: Reference Transactions, Visits, or Wireless Sessions. For example, a library may have a door counter and provide actual counts of visits on the annual report, but needs assistance to provide wireless session counts and For example:

Library Name	Eligible for Reference	Eligible for Visits	Eligible for Wireless
Edam Grove Public Library	Eligible	Ineligible	Eligible

**Public library systems** may be eligible to: 1) act as a fiscal agent for an eligible public library or libraries; 2) provide a targeted solution for multiple libraries; 3) or provide a system-wide solution that all member libraries will utilize (must demonstrate need for product/service and substantially reduce the number of non-reporting libraries in the system). For example, the Stellar Library Service could apply to purchase a system-wide reference tracking software for a quantity discount that all their member libraries can access.

Library System	Library Name	Eligible for Reference	Eligible for Visits	Eligible for Wireless
Stellar Library Service	Cheddarton Public Library	Eligible	Ineligible	Ineligible
Stellar Library Service	Muenster Valley Community Library	Eligible	Ineligible	Ineligible
Stellar Library Service	Monterey Jack Area Library	Eligible	Ineligible	Ineligible
Stellar Library Service	Camembert Public Library	Eligible	Ineligible	Ineligible
Stellar Library Service	Smoked Gouda Public Library	Eligible	Ineligible	Ineligible

Eligible libraries should also consider the no-cost alternative to an LSTA Output Measurement Grant – to manually track values during a “typical week(s)” and then annualize the count by multiplying by the number of weeks the library was open. The method is referred to as a “survey week(s)”. See the [Annual Report – Survey Week Reminder post on the Wisconsin Libraries for Everyone Blog](#) for more information.

## Fiscal Agent

A public library must have established aids banking with the Wisconsin Department of Public Instruction in order to be a direct recipient of this grant. Libraries can check this list to see if they have established aids banking in [LSTA Output Measurement Grants Eligibility and Source Data workbook](#) (Column G). All Wisconsin public library systems have established aids banking. Check with your system to see if they can act as a fiscal agent for this grant.

## Application

Applicants for the LSTA Output Measurement Grant should use LSTA application [PI-2440-OUTPUT](#).

## Stipulations

- Projects shall conform to [2018-2022 LSTA Plan for Wisconsin](#)
- Funds shall **not** be used for licensing products or platforms in categories already provided by DPI
- Recipients of funds, products, or services from this grant shall report the corresponding values collected as a result of these expenditures no later than in the 2021 Wisconsin Public Library Annual Report. Values may be annualized for 2020 and should be actual counts for 2021 forward when possible.
- The applicant is responsible for ongoing and maintenance costs for a software contract or for equipment purchased as part of the grant.
- The intent of the grant is to incentivize long-term participation in annual reporting of various data elements. Libraries are encouraged to continue to collect and report values beyond the lifespan of the product or service purchased as part of this grant.

## Allocation

The Division for Libraries and Technology with the support of the LSTA Advisory Committee has allocated up to \$50,000 for this grant category. If funds are requested in excess of this amount (statewide), priority will be given to reducing non-reporting percentages in systems with disproportionately higher non-responding levels and to meet the minimum OMB statistical standard in each category.

## Appendix: LSTA Grant Application Scoring Rubric (used for LSTA Increase Capacity for Technology Tools and Resources, Delivery, and Community Engagement grant applications)

Collaborative Partners (only when listed or required)	Not Adequately Demonstrated	Partially Demonstrated	Thoroughly Demonstrated	Reviewer Ranking
<p>The proposal describes how all collaborating agencies will establish and maintain a formal, collaborative partnership to deliver public library services to benefit library patrons statewide.</p> <p>Partnerships are listed in this section and partner agency roles are clear throughout the application.</p>	<p>The proposal does not indicate a formal, collaborative partnership between the applicant agency and partner agencies.</p>	<p>The proposal addresses how the applicant and some partner agencies will establish a formal, collaborative partnership that includes:</p> <ul style="list-style-type: none"> <li>• an irregular timeline of meetings or other contact,</li> <li>• a loose plan to share resources and knowledge, or</li> <li>• some understanding of the unique needs and assets of partner agencies.</li> </ul>	<p>The proposal addresses how all partner agencies will establish a formal, collaborative partnership that includes:</p> <ul style="list-style-type: none"> <li>• a regular timeline of meetings or other contact,</li> <li>• a plan to share resources and knowledge,</li> <li>• understanding of the unique needs of partner agencies,</li> <li>• understanding of how to utilize the assets gained from the collaborative partnership, and</li> <li>• as a supplement to the application provide a formal agreement, contract, or memorandum of understanding indicating the responsibilities of each partner and how the continuing services will be sustainable.</li> </ul>	<p>Thorough <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p> <p>Not Adequate <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>
<p><b>Comments:</b></p>				

<b>Project Area</b> (Increase Capacity for Technology Tools and Resources grant applications only)	<b>Not Adequately Demonstrated</b>	<b>Demonstrated</b>	<b>Reviewer Ranking</b>
The applicant clearly communicates the connection between the project proposal and <b>one</b> of the four required project areas.	The connection between the project proposal rationale and the selected project area is unclear.	The project proposal rationale succinctly describes the connection between the proposal and the selected project area. The proposal meets the project area stipulations.	Yes <input type="checkbox"/>  Not Adequate <input type="checkbox"/>
<b>Comments:</b>			

<b>Project Abstract</b>	<b>Not Adequately Demonstrated</b>	<b>Partially Demonstrated</b>	<b>Thoroughly Demonstrated</b>	<b>Reviewer Ranking</b>
<p>The applicant provides an overview, the purpose, and intended outcome of the project based on the targeted population and identifiable need.</p> <p>The proposal is written clearly for a general audience. This means that the project abstract avoids the use of jargon, acronyms, abbreviations highly technical activity details, numerical or bulleted lists.</p>	The abstract is not clearly written for a general audience or does not include an overview, the purpose, or intended outcome of the project.	The abstract provides an overview of the project, but it is not written clearly for a general audience or does not include the purpose or intended outcome of the project.	The abstract is clearly written for a general audience. The abstract provides an overview, the purpose, and intended outcome of the project. The project is focused on an identified need.	Thorough <input type="checkbox"/>  Partial <input type="checkbox"/>  Not Adequate <input type="checkbox"/>
<b>Comments:</b>				

Needs and Assets Assessment	Not Adequately Demonstrated	Partially Demonstrated	Thoroughly Demonstrated	Reviewer Ranking
<p>The applicant identifies a specific need(s) that is relevant to the targeted region or population. The applicant identifies its own and partner agencies' capacity to address the need(s). The applicant clearly identifies other recent projects (locally or regionally) that are relevant to address the identified need(s).</p>	<p>The applicant does not identify a specific need for the project.</p>	<p>The need or how the project addresses the need are not clearly stated. The assets or how the assets will help the applicant address the need are not clearly identified.</p>	<p>The applicant identifies a specific need(s) that is relevant to the targeted region or population. The applicant identifies its own and partner agencies' capacity to address the need(s). The applicant clearly identifies other recent projects (locally or regionally) that are relevant to address the identified need(s).</p>	<p>Thorough <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p> <p>Not Adequate <input type="checkbox"/></p>
<p><b>Comments:</b></p>				

Activities to Achieve Project Goals	Not Adequately Demonstrated	Partially Demonstrated	Thoroughly Demonstrated	Reviewer Ranking
<p>The proposal outlines activities to achieve project goals and includes objectives, baseline measure(s), specific activities to achieve each objective, the method of evaluation, and the staff person(s) who will be responsible for each activity.</p>	<p>The performance objective and related components are not relevant to the plan and do not have a relationship to the activities described:</p> <ul style="list-style-type: none"> <li>• The objective is not supported by the activities.</li> <li>• Staff responsibilities are not clear or are not addressed.</li> <li>• Outcome evaluation is not mentioned or described in the proposal.</li> </ul>	<p>The objectives are relevant to the plan and are supported by the described activities:</p> <ul style="list-style-type: none"> <li>• The objective is not supported by all activities, or</li> <li>• Staff responsibilities are not clear for all outlined activities, or</li> <li>• Outcome evaluation is not clearly described in the proposal.</li> </ul>	<p>The objectives are relevant to the plan and are supported by the described activities:</p> <ul style="list-style-type: none"> <li>• The objective is supported by the activities.</li> <li>• Staff responsibilities are clear for all outlined activities.</li> <li>• The outcome evaluation method described in the proposal includes the use of data and assessment and is detailed for each objective.</li> </ul>	<p>Thorough <input type="checkbox"/></p> <p>Partial <input type="checkbox"/></p> <p>Not Adequate <input type="checkbox"/></p>
<p><b>Comments:</b></p>				

Budget	No	Yes	Reviewer Ranking
<p>The budget reflects necessary, reasonable, and allocable costs that align with Wisconsin's Five-Year LSTA Plan for 2018-2022, and the program guidelines and information.</p>	<p>The budget does not effectively support proposed goals and objectives. The budget shows evidence of unnecessary, unreasonable, or unallocable use of LSTA grant funds.</p>	<p>The budget reflects appropriate and effective use of funds to accomplish grant goals, with no evidence of misuse of LSTA grant funds.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p><b>Comments:</b></p>			

## Overall Merit

**Proposal Strengths:**

**Proposal Weaknesses:**

**Do you recommend this proposal for funding?**

**Yes**

**No**