

**OFFICE OF COMMONWEALTH LIBRARIES  
LIBRARY SERVICES & TECHNOLOGY ACT (LSTA)  
GRANT PROGRAM**

**Try-It Grants**

**Submission Deadline:**

Applications must be submitted via the PDE e-grant system to the Pennsylvania Department of Education by close of business **(5:00 P.M.) Friday, May 6, 2016.**

Background	<u><a href="#">2</a></u>
Overview of the Try-It Grants	<u><a href="#">2</a></u>
Applicant Eligibility	<u><a href="#">3</a></u>
Application Parameters	<u><a href="#">5</a></u>
Grant Award Decisions	<u><a href="#">6</a></u>
Grant Recipient Requirements	<u><a href="#">6</a></u>
Evaluation Criteria	<u><a href="#">8</a></u>
Application Instructions	<u><a href="#">9</a></u>
<i>Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries (CIPA): Guidelines</i>	<u><a href="#">11</a></u>

For Assistance and Information Contact the LSTA Office at [ra-lsta@pa.gov](mailto:ra-lsta@pa.gov)

## Background

Funds are available to states from the federal Institute of Museum and Library Services (IMLS) through a program stipulated by the Library Services and Technology Act (LSTA) to develop library services throughout the States, U.S. Territories, and the Freely Associated States. This program is administered in Pennsylvania through the Office of Commonwealth Libraries for assisting libraries in providing all users access to information, developing partnerships, and increasing information access for persons who have difficulty gaining it. Assistance is available to all types of Pennsylvania libraries.

In Pennsylvania, LSTA funds are used for both statewide projects and for competitive grants. The statewide projects include activities such as professional development, public awareness, youth services, and statewide electronic resources projects. All types of libraries are eligible to apply for competitive grants. For 2016 projects, competitive grants are being offered for Mobile Technology, Creation Program, Moving PA Forward, and Try It projects.

**Please note that the funding of competitive grant projects is contingent upon the Office of Commonwealth Libraries receiving its full fiscal year 2016 funding award from the Institute of Museum and Library Services.**

No specific dollar amounts have been set aside to fund grants in certain categories. Available grant funds will be awarded to projects that are the most competitive and most appropriately help the state meet the goals and outcomes outlined in Pennsylvania's Library Services and Technology Act long-range plan.

## Overview of the Try-It Grants

The Office of Commonwealth Libraries is accepting applications for Library Services and Technology Act (LSTA) grants of from \$3,000 up to \$10,000 to aid individual libraries in developing projects that are new to them and support at least one of the following LSTA priorities:

- expand 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, lifelong learning, workforce development, and digital literacy skills;
- establish or enhance 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;
- 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;

- enhance efforts to recruit future professionals to the field of library and information services;
- develop public and private partnerships with other agencies and community-based organizations;
- target library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, and to individuals with limited functional literacy or information skills;
- 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 (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved; and develop library services that provide all users access to information through local, state, regional, national, and international collaborations and networks.

## Applicant Eligibility

**All applicants must participate in the Access Pennsylvania Database project.**

**All applicants must have a FEIN, Vendor Number, AUN and DUNS number.**

Applicants must demonstrate that the application proposal is in alignment with the current long-range plan of the institution.

### **Public Libraries**

Public libraries that are eligible to receive state aid during the grant year are eligible to apply. Applications from public libraries must be signed by the Library Director. District Center staff are a valuable resource; the Office of Commonwealth Libraries encourage all applicants to utilize the expertise of their District Consultants for support, encouragement and their input on projects and applications.

All public libraries that request LSTA funds must certify compliance with the Children's Internet Protection Act. If funds are not sought for Internet access, the guidelines will direct you to the appropriate choice. See pages 11 – 14.

### **Academic libraries**

Academic libraries must be a part of an accredited institution incorporated or chartered by the Commonwealth, entitled to confer degrees, with a line item in the budget going to the library for library materials. The library must be supervised by a librarian who has a Master's Degree in Library Science. The library must also have an organized collection, and provide some opportunity for service to the public and have a strong commitment to resource sharing. Applications from academic libraries must be approved by, and a letter must be sent to the Office of Commonwealth Libraries from, the college president attesting to the fulfillment of the above requirements. This letter must comment on the relationship of the proposed activity to present programs and plans for the development and improvement of library service.

### **K-12 School Libraries**

All K-12 school libraries must provide an accessible, centrally housed and organized collection

of resources. They must have a line item in the district's budget for library materials. They must employ a person who either is, or is supervised by, a certified school librarian. Only libraries already established will be funded. Applications must include a letter of support for the project that is co-signed by the Superintendent, the librarian who is involved in the project, and the principal of the applying school. The letter must comment on the relationship of the proposed activity to present programs and plans for the development and improvement of service.

Within a school district, each building to be considered must submit a separate application for its library. If a library received a previous LSTA grant, this request must be for a different subject area.

Purchased materials must support the achievement of the Pennsylvania Core Standards in English Language Arts and Math, and the Pennsylvania Academic Standards for Science and Technology and Engineering, Environment and Ecology, Civics and Government, Economics, Geography, History, Arts and Humanities, Health, Safety and Physical Education, Family and Consumer Sciences, World Languages, Career Education and Work, Driver's Education and Business, Computer, and Information Technology.

All K-12 schools that request LSTA funds must certify compliance with the Children's Internet Protection Act. If funds are not sought for Internet access, the guidelines will direct you to the appropriate choice. See pages 11 – 14.

### **Special Collections Libraries**

State institution libraries must have a designated staff person and an organized collection, adequate space, a materials budget, and a minimum of 20 hours of service per week. There must be a strong commitment to resource sharing. Applications must be submitted by the appropriate state agency. A letter signed by the head of the agency and the librarian coordinating the project must be sent to the Office of Commonwealth Libraries attesting to the fulfillment of the above requirements. This letter must also comment on the relationship of the proposed activity to present programs and plans for the development and improvement of library service.

Institution libraries that are not part of the Department of Public Welfare or the Department of Corrections, but do receive 50% or more of their funds directly from the state, may submit individual applications through their parent agency.

Other special libraries, such as Historical Society Libraries, Museum Libraries and Hospital Libraries must have a librarian who has a Bachelor's degree and has completed at least nine hours of library specific coursework. The library must also have an organized collection, adequate space, a materials budget, and a minimum of 20 hours of service per week. There must be some opportunity provided for service to the public and a strong commitment to resource sharing. Applications from special libraries must be signed by the president of the parenting agency attesting to the fulfillment of the above requirements.

## Application Parameters

### Collaborations

Project partners are outside agencies or organizations who will be working in collaboration on the project for the mutual benefit of the populations served. Vendors under contract are not usually considered to be project partners. If applicable, a letter of support from each partner must be submitted with the application identifying their role in the proposed project.

### Uses of Funds

- **Examples of Eligible Expenditures that support the implementation of the project**
  - Collection
    - Audio
    - Video
    - Print
    - eBooks purchased by the library
  - Program Events (e.g. speaker)
  - Publicity of the project
  
- **Ineligible Expenditures**
  - Electronic materials already provided on a statewide basis
  - Subscriptions
  - Supplies for processing library materials
  - Furniture
  
- **Restrictions on the Use of LSTA Funds**
  - The Office of Commonwealth Libraries will not approve grant awards for projects already under way or complete at the time of the grant application or before the grant is approved.
  - LSTA funds may not be used for basic operating costs of a library.
  - LSTA funds may not be used to supplant previously available local funds.
  - LSTA funds may not be used for capital improvements.
  - LSTA funds may not be used for promotional items and memorabilia.
  - LSTA funds may not be used for food.
  - Applicable federal and state laws govern LSTA funds.
  - Grant recipients may make no financial commitments of grant funds until the library receives the fully executed agreement containing the signatures of the appropriate officials.
  - The Office of Commonwealth Libraries will not approve indirect costs, overhead charges, or contingency funds in program budgets submitted by libraries or other agencies applying for grants for their own purposes.
  - An administrative fee is allowed for a library performing a service on behalf of the Office of Commonwealth Libraries. An administrative fee, not to exceed 10%, is allowed for a library applying for a grant on behalf of another library or libraries. Costs (e.g., supplies and secretarial support, as well as other administrative costs) must be identified and enumerated in the administrative overhead section of the budget.
  - LSTA funds may not be used to pay the salaries of current staff unless the cost is for hours added specifically to support the LSTA project.

- Prior approval via the [\\$5000+ Request Form](#) is required for purchase of equipment with a unit cost of \$5,000 or more.
- **Other Requirements**
  - The agency must have a written procurement policy to ensure compliance with the applicable Uniform Guidance.
  - The agency must have a plan to inventory and track equipment items purchased under this grant. The records should include the equipment description, date of purchase, serial number, the location of the equipment and the purchase price. Equipment should be tagged to identify the source of funds used for the purchase and cross-referenced to the [equipment inventory](#).
  - The agency must have a written plan to dispose of equipment items appropriately in the event the agency closes or loses its adult basic education funding.

## Grant Award Decisions

Each grant application will be reviewed by a team of evaluators consisting of staff from the Office of Commonwealth Libraries and external library stakeholders. The Evaluation Criteria are found on page 8.

The Office of Commonwealth Libraries staff will consider geographic distribution and the management of past LSTA or Keystone funds in the recommendation of applications. Applicants that have demonstrated poor management of previous grants will not be recommended for funding. Using the recommendations of evaluators and staff, the Bureau of Library Development will make funding recommendations for projects to the Deputy Secretary.

Following the evaluation and selection process, each applicant will receive a letter with notification of the approval or rejection of their application.

Successful projects will begin on or about July 1, 2016.

## Grant Recipient Requirements

### **Funding of Projects:**

Grant award recipients shall be paid on a reimbursement basis upon final execution of the Grant Agreement and with the submission of invoices and supporting documentation of expenditures.

### **Grant Agreement/Formal Contract:**

The Grant Agreement is a binding agreement between the PA Department of Education and the eligible grant award recipient. The beginning and ending date of the project, total amount of funds, and project number will appear on the grant agreement.

Agencies must print the first page of the signature page from eGrants, have it signed in blue ink by the authorized representative(s) and mail it to the Office of Commonwealth Libraries. Stamped signatures are not acceptable on the original copy. The signature page should arrive

no later than ten (10) business days after the grant is submitted. All manually signed grant agreement signature pages should be mailed to:

Pennsylvania Department of Education  
Office of Commonwealth Libraries  
Forum Building  
ATTN: LSTA Administrator  
607 South Drive  
Harrisburg PA 17120-0600

The authorized signer must be an authorized representative of the agency as described below:

<b>Agency</b>	<b>Authorized Representative</b>
School District	Superintendent
Intermediate Unit	Executive Director
Career & Technical School	Director
Charter School	Chief Executive Officer
Academic	President
Public Library	Director
Special	President or Head of Agency

Changes to the agreement language will require review and approval by PA Department of Education, Office of Chief Counsel and will cause delays in approving the agreement.

After complete review and approval by PA Department of Education and the Comptroller's Office, an approved and fully executed grant agreement will be available in eGrants.

**Federal Funding Accountability and Transparent Act (FFATA):**

Grantee must maintain current registration in the Central Contractor Registration ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded pursuant to this agreement. A Dun and Bradstreet Data Universal Numbering System (DUNS) number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.

The FFATA form is located at [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA). The applicant must complete the FFATA form and upload it to eGrants.

**Assurances - Non Construction Programs:**

This is a Standard Form that applicants must complete to apply for Federal funding of non-construction projects.

The Assurances - Non Construction Programs form is located at [www.statelibrary.pa.gov/LSTA](http://www.statelibrary.pa.gov/LSTA). The applicant must complete the Assurances - Non Construction Programs form and upload it to eGrants.

**Audit:**

Some libraries receiving federal grant funds, such as LSTA, may be responsible for performing a single audit under provision to the single Audit Act of 1994, as amended, and all rules and regulations promulgated pursuant to the Act.

**Cash Management:**

Grant recipients must provide Office of Commonwealth Libraries with invoices for reimbursement. Templates will be available. Invoices must be submitted quarterly and include supporting documentation of charges.

Recipients of LSTA funds are required to deposit the funds into a non-interest bearing account, or an account that will prevent them from accumulating more than \$100 interest.

**Records Management:**

All libraries receiving LSTA funds are advised to retain files on awarded projects that include documentation on any activity associated with the project for at least five years after completion of the project.

**Reporting:**

Grant recipients will be required to submit quarterly Project & Activity Reports and Quarterly Financial Reports throughout the grant year. In addition, a final Project & Activity Report and final Financial Report will be due to the Office of Commonwealth Libraries within 30 days of the close of the grant period. A follow-up report may be requested after the grant period to gather information about the current state of the project and the difference it has made in the community.

Grant recipients must submit a recent governing authority approved Collection Development Policy, including a weeding policy, and procedures for handling challenges to resources. The weeding policy must include criteria for potential discarding and a process for disposal. The Collection Development Policy must have been approved within the past 10 years.

**Sharing Results:**

Grant recipients must agree to share the results of their projects with other libraries and statewide. All grant recipients are expected to conduct an evaluation of their project that includes outcomes. Some grant recipients may be selected for project review by an outside evaluator.

**Evaluation Criteria**

<b>Very Good</b>	Specific and comprehensive to the question. Detailed and clearly articulated information in the answer. Thoroughly developed ideas.
<b>Good</b>	General but sufficient detail. Adequate information as to how the question was answered, but some important details were not fully explained. Some minor inconsistencies or weaknesses.
<b>Fair</b>	Sketchy and non-specific. Question is minimally answered, but limited information is provided. Lacks focus and detail.
<b>Poor</b>	Does not answer the question, fails to provide information, provides inaccurate information, or provides information that requires substantial clarification.

Reviewers will use the point values below in determining the score for each section.

Criteria	Very Good	Good	Fair	Poor
<b>Project Background and Summary – 20 Possible Points</b>				
Includes information on the characteristics, statistics, and demographics of the target user group to be served. Information includes education levels, access to resources, community situations and unemployment, as applicable.	5	4 or 3	2 or 1	0
There is strong analysis of the community's need for the project that is stated in terms of the target population. There is clear evidence of how the need was determined and includes qualitative and quantitative data to justify the need for the project.	5	4 or 3	2 or 1	0
There is strong evidence that the project will directly meet the need of the target audience. Quantifiable statistics are used to project expected service impact.	5	4 or 3	2 or 1	0
The project is based on the library's mission and short and long term goals.	5	4 or 3	2 or 1	0
There is sufficient detail to understand the organization, the connection between the need and the proposed solution, and how the program will be implemented.	5	4 or 3	2 or 1	0
<b>Grant Timeline/Activities – 10 Possible Points</b>				
There is a clear description of activities to be performed from the beginning to the end of the project.	5	4 or 3	2 or 1	0
The timeline provides a clear, logical and appropriate process of implementation, demonstrating that the project is feasible and achievable within the timeframe of the grant year.	5	4 or 3	2 or 1	0
<b>Planning and Evaluation – 24 Possible Points</b>				
Project purpose statement is clear and identifies the expected benefit.	5 or 6	4 or 3	2 or 1	0
Provides reasonable methods to collect data to include feedback on how target group's lives will change.	5 or 6	4 or 3	2 or 1	0
Each activity supports a project goal by providing a means by which the goal will be met.	5 or 6	4 or 3	2 or 1	0
Identifies ways in which the applicant will use and learn from the information gathered through evaluation	5 or 6	4 or 3	2 or 1	0
<b>Budget and Funding– 36 Possible Points</b>				
There is a realistic budget with a breakdown of thoroughly explained items that match the proposed activities.	5 or 6	4 or 3	2 or 1	0
The resources described for the project are appropriate and sufficient to carry out the project.	5 or 6	4 or 3	2 or 1	0
The budget shows sufficient grant and local funds to implement the project.	5 or 6	4 or 3	2 or 1	0
The budget reflects reasonable costs in relationship to anticipated results.	5 or 6	4 or 3	2 or 1	0
Local matching funds are clearly described and related to the project.	5 or 6	4 or 3	2 or 1	0
The project is clearly sustainable.	5 or 6	4 or 3	2 or 1	0
<b>Attachments – 5 Possible Points</b>				

The Internet certification is completed and required letters of support from collaborators are attached.	5	4 or 3	2 or 1	0
--	---	--------	--------	---

## Application Instructions

The Pennsylvania Department of Education's eGrants System is used by the Office of Commonwealth Libraries to facilitate the electronic completion and submission of all grant applications. The Office of Commonwealth Libraries must create a log-in for each applicant. Click [here](#) to request access to the eGrants System.

Once logged in, the Getting Started Guide that covers the basic function of eGrants is available on the right side of the eGrants Start Page.

Clearly named, scanned PDF copies of all the letters supporting the project should be uploaded individually into the Attachments section of the application. Attachments over 3MB (megabyte) are not accepted in eGrants. If you are scanning your attachments, please set the scanner resolution to low. Attachments can only be submitted in WORD, EXCEL and/or PDF formats.

The completed [Internet Safety Certification for Applicant Public Libraries, Public Elementary and Secondary School Libraries, and Consortia with Public and/or Public School Libraries \(CIPA\)](#) should be uploaded into the CIPA section of the application.

Applications must be submitted via the PDE eGrant system to the Pennsylvania Department of Education by close of business **(5:00 P.M.) Friday, May 6, 2016.**

# LSTA CIPA COMPLIANCE INFORMATION

Libraries that are neither public libraries nor public elementary or secondary school libraries **are not subject to CIPA and do not have to comply with the law.**

## OVERVIEW

CIPA is the Children's Internet Protection Act, which applies to public libraries and public elementary and secondary school libraries seeking funds under the federal Universal Service E-rate program or the Library Services and Technology Act (LSTA) grant programs funded by the Institute of Museum and Library Services (IMLS) and administered by the Office of Commonwealth Libraries

## AFFECTED LIBRARIES

The following types of libraries applying for LSTA grants from the Office of Commonwealth Libraries **must submit** the Internet Safety Certification document as part of the application process.

- **Public libraries**
- **Public elementary and secondary school libraries**
- **Consortia with public and/or public school libraries**

If a library of a type listed above is already compliant with CIPA under the rules for receiving E-rate funds, that library is not affected by the rules established for LSTA grant recipients. Accordingly, the compliance information in this document applies **ONLY** to libraries meeting **ALL THREE** of the following conditions. The library

1. **is a public library or public elementary or secondary school library,**
2. **is NOT required to comply with CIPA through the federal Universal Service (E-rate) program, and**
3. **seeks LSTA funds for the purchase of computers used to access the Internet and/or for the payment of direct costs associated with accessing the Internet.**

Libraries that are required to comply with CIPA because of the receipt of funds from the Universal Service (E-rate) program must adhere to a different and more stringent set of requirements. More information about those requirements may be found at <http://statelibrary.dcr.state.nc.us/hottopic/cipa/cipa.htm>. The compliance information in this document **does not apply** to libraries that must comply with CIPA under the Universal Service (E-rate) rules.

## PURCHASES THAT REQUIRE CIPA COMPLIANCE

A library that is subject to CIPA under the rules for LSTA must comply with the law when either of the following are approved for purchase with LSTA funds:

- Computers used to access the Internet, or
- Direct costs associated with accessing the Internet (i.e., the costs of connecting to an Internet service provider [ISP]).

## REQUIREMENTS FOR COMPLIANCE

To receive LSTA funds for purchases of the above types, the library must have in place a policy of –

- a) Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (I) obscene; (II) child pornography; or (III) harmful to minors; and is enforcing the operation of such technology protection measure during any use of such computers by minors; and
- b) Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (I) obscene; (II) child pornography; and is enforcing the operation of such technology protection measure during any use of such computers.”

Note that the difference between (a) and (b) is that (a) applies to minors and includes the category of “visual depictions” that are “harmful to minors”, while (b) applies to adults and does not include the category “harmful to minors”.

For purposes of CIPA, a “minor” is someone under 17 years of age. The policy requires that some form of “technology protection measure” be in use on *all* computers used to access the Internet. *This includes computers that were not purchased with LSTA funds but that are used to access the Internet.* The law provides no other guidance on technology protection measures. According to the CIPA legislation, the technology protection measure may be disabled upon the request of the user for “bona fide research or other lawful purposes.” The law as applied to LSTA grant recipients *does not differentiate* between minors and adults when a request is made to disable the technology protection measure or unblock a website. Anyone may make such a request.

## **GUIDELINES FOR COMPLETING THE INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES, PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, AND CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

CIPA is the Children’s Internet Protection Act, which applies to public libraries and public elementary and secondary school libraries seeking funds under the federal Universal Service E-rate program or the Library Services and Technology Act (LSTA) grant programs funded by the Institute of Museum and Library Services (IMLS) and administered by the Office of Commonwealth Libraries. Libraries that are neither public libraries nor public elementary or secondary school libraries are not subject to CIPA and do not have to comply with the law.

The following questions are provided to assist an applicant library determine the appropriate certification to make in conjunction with any application for funds from a State Library Administrative Agency (SLAA) under the Library Services and Technology Act (LSTA). ***These guidelines are provided as technical assistance from the Institute of Museum and Library Services to State Library Administrative Agencies (SLAAs) in order to facilitate the collection of Internet Safety certifications by SLAAs from applicants.***

1. Is the applicant library a public library, a public elementary school library, or a public secondary school library?

Yes

Please proceed to question 2.

No

Requirements regarding Internet safety only apply to these types of libraries. The applicant library is not required to make any certification.

2. As of the date of this application, is the applicant library receiving services for Internet access at discount rates under Section 254(h)(6) of the Communications Act of 1934 (the “E-Rate” program)?

Yes

Entities receiving E-Rate discounts for Internet access do not need to make an additional certification with regard to Internet safety under the LSTA. You will indicate that you are in compliance.

No

Please proceed to question 3.

3. Will the applicant library use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet?

Yes

No

Please proceed to question 4.

You will indicate that no funds will be used to access the Internet.

4. Does the applicant library already have in place the following, as provided by 20 U.S.C. Section 9134(f)(1):

(i). A policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are:

(1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measures during any use of such computers by minors; and

(ii). A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are (1) obscene; or (2) child pornography; and the library is enforcing the operation of such

Yes

No

Such libraries are in compliance with 20 U.S.C. Section 9134(f)(1). You will indicate that you are in compliance.

Not eligible.