

CALIFORNIA STATE LIBRARY

LIBRARY SERVICES AND TECHNOLOGY ACT

LOCAL AND COLLABORATIVE COMPETITIVE GRANT OPPORTUNITIES

INTENT TO APPLY FORM: QUESTIONS AND INSTRUCTIONS

FISCAL YEAR 2021/2022

Introduction

Welcome to the Library Services and Technology Act Grant process. The following guide will provide you with all of the information you need to complete an Intent to Apply form for the 2021-2022 local and collaborative competitive grant opportunities.

This Instruction Guide Contains:

- Basic Overview
- Instructions for Completing the Intent to Apply form
- Information about DUNS Numbers (Data Universal Number System)
- Information about the Restrictions on the Use of LSTA Grant Funds
- Information about compliance with the Children's Internet Protection Act (CIPA)
- A Sample Framework for Completing the Project Description

Please be sure to read this instruction guide carefully before you create and submit your Intent to Apply form. It is important that all of the instructions are followed.

Basic Overview

Library Services and Technology Act

[The Museum and Library Services Act of 2010](#) federally mandates the support and development of museums and libraries nationally. Each year the California State Library receives a Library Services and Technology Act (LSTA) grant from the Institute of Museum and Library Services to support the development of California libraries.

The California grant program is based on the purposes of the Museum and Library Services Act, which include:

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

In accordance to the Museum and Library Services Act, California has a [State Plan for LSTA \(2018-2022\)](#) that outlines our goals, objectives, and evaluation process for the funding. This plan is developed every five years with input from the library community. The priorities of this grant cycle are taken from the State Plan for LSTA. A copy of this plan is also available on the [State Library's LSTA webpage](#).

Instructions for Completing the Intent to Apply form

The [Intent to Apply form](#) is located online. Please read these instructions carefully; it is important that you are as complete and concise as possible, so that the California State Library will understand your project fully.

The [Intent to Apply form](#) closes November 20, 2020. You will receive an email notifying you that your form has been submitted. Contact Lynne Oliva, LSTA Coordinator, at Lynne.Oliva@library.ca.gov with any questions.

Type of Grant Opportunity

Please check one:

- Local Competitive Grant
- Collaborative Competitive Grant

Project Information

1. **Project Title: Library Organization Name (type of grant):** A clear and descriptive title is important. Please enter the title of your project, your library jurisdiction (must match the name registered with Federal Employer Identification Number ([FEIN]), and type of grant.

Example: Teen Maker Tuesdays: Maple Public Libraries (Local)
Example: After School for Everybody: Oak Library District (Collaborative)
2. **Library DUNS Number:** See attachment A for obtaining a DUNS Number (Data Universal Numbering System).
3. **LSTA Funds Requested:** The amount you anticipate you will need to complete your project. You do not need to provide the precise amount; an estimate is acceptable.
4. **Library Director Name and Contact Information:** Enter the library director's name, email address and preferred phone number contact information.
5. **Project Contact Name & Contact Information:** Enter the project coordinator's name and contact information. If you have not assigned a project coordinator, please enter the name and information of the person we should contact with questions about the Intent to Apply form.
6. **California's LSTA Goals:** Check one goal from the 2018-2022 LSTA Five Year Plan that best describes the project. Briefly list other goals to which your project relates, if applicable.
7. **Primary Audience:** Identify the audience(s) for this project. Please select all that apply.
8. **Project Intent** An objective or expected result of a project. The following chart may help you in determining the best project intent. Only one of the following may be selected.
 - **Lifelong Learning: Improve users' knowledge or abilities beyond basic access to information**
 - Improve users' formal education
 - Improve users' general knowledge and skills
 - **Information Access: Improve access to information**
 - Improve users' ability to discover information resources

Improve users' ability to obtain and/or use information resources

- **Institutional Capacity: Add, improve or update a library function or operation to further its effectiveness**
 - Improve the library workforce
 - Improve the library's physical and technological infrastructure
 - Improve library operations
- **Economic & Employment Development: Improve users' ability to apply information that furthers the status of their jobs and/or businesses**
 - Improve users' ability to use resources and apply information for employment support
 - Improve users' ability to use and apply business resources
- **Human Services: Improve users' ability to apply information that furthers their personal, family or household circumstances**
 - Improve users' ability to apply information that furthers their personal, family, or household finances
 - Improve users' ability to apply information that furthers their personal or family health & wellness
 - Improve users' ability to apply information that furthers their parenting and family skills
- **Civic Engagement**
 - Improve users' ability to participate in their community
 - Improve users' ability to participate in community conversations around topics of concern

9. **Project Focus:** Tell us if your project falls within the State Library's areas of focus for 2021-2022 and/or whether your project has another area of focus. Select all that apply.

- Underserved and vulnerable populations
- Sustainability
- Workforce development
- Other, please tell us

10. **Equity, Diversity, and Inclusion:** Describe how your agency demonstrates its commitment to equity, diversity and inclusion. (Max 150 words.)

11. **Project Description:** Describe what you plan to do, for whom, how, and with what expected benefit. If your project aligns with one of the State Library's areas of focus, address this alignment in the description. (Max. 250 words.) See Attachment D for guidance in writing your project description.

12. **Community Knowledge and Assessment:** Describe the community need(s) that this project is intended to meet, the community aspiration(s) with which it is intended to align, and the community assets that connect to the project. (Max 200 words.)

13. **Addressing Community Needs and/or Aspirations:** Describe how your project will respond to your stated community needs and/or aspirations. (Max 200 words.)

14. **Community Involvement:** Describe how you plan to involve members of the targeted population in program planning and implementation. (Max 200 words.)

15. **Evaluation Plans:** The State Library will provide you with surveys to use to evaluate project activities and fulfill IMLS requirements. Please describe your additional plans for evaluating the impact of your project in response to your stated needs. (Max. 150 words.)

16. **Project Partners and Community Connections:** Include up to two project partners and/or community connections that will work with you to implement project activities. Please note if these partners and connections are confirmed or tentative. Applicants are not required to have project partners and community connections confirmed before submitting the Intent to Apply form.

17. **Budget Narrative:** Describe how project funds will be used. (Max. 150 words.)

18. **Previous LSTA funding:** Please use the checkbox to identify whether the library jurisdiction or library branch (as appropriate) has not received LSTA funding to support a local or regional project during the last five years.

- If the library has participated in a regional, cooperative, or statewide opportunity but has not received funding directly, please check the box.
- If this submission is for a local competitive opportunity, check the box if one or more of the participating branches has not received LSTA funding in the last five years, and use the comment box to clarify which branch(es) has not received funding.
- If this submission is for a collaborative competitive opportunity and the application is being made on behalf of multiple libraries, check the box if one or more of the participating libraries has not received funding in the last five years, and use the comment box to clarify which library(ies) has not received funding.
- If you do not know whether your library jurisdiction or library branch (as appropriate) has received LSTA funding to support a local or regional project during the last five years, please ask us.

19. **Anything Else:** Is there anything else you would like to tell us? (Max. 150 words.)

20. **CIPA-Compliance:** Please check one:

- The individual applicant is CIPA compliant
- The applicant is representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant
- Not Subject to CIPA Requirements

Attachment A: DUNS Numbers

Why does my library need a DUNS number?

Starting in 2011 IMLS (Institute of Museum and Library Services) required the California State Library to report information on federal Library Services and Technology Act grants that are awarded to your library. This requirement comes from the Federal Funding Accountability and Transparency Act (FFATA). This Act is intended to empower every American with the ability to hold the government accountable for each spending decision. Beginning in 2011/12 the State Library required this number to be included on all applications for Library Services and Technology Act funds.

What is a DUNS number?

Dun & Bradstreet (D&B) provides a D-U-N-S number (Data Universal Numbering System), a unique nine digit identification number for commercial, non-profit or government entities. DUNS number assignment is FREE for all agencies required to register with the US Federal government for contracts and grants.

How do I know if I have a DUNS number?

Many library jurisdictions may already have a DUNS number and possibly even have several DUNS numbers. The California State Library must use the primary DUNS number assigned to the organization when reporting FFATA obligations and expenditures. If your organization has multiple DUNS numbers, the primary DUNS number will usually be the first number listed. Go to [Dun & Bradstreet website](#) to verify the primary DUNS number for your organization.

How do I request a DUNS number?

To request a new DUNS number, go to the [Dun & Bradstreet website](#). You can also call 1-866-705-5711 to request a DUNS number over the phone. You will need the following information to obtain a DUNS number:

1. Legal name of organization
2. Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
3. Physical Address, City, State and Zip Code
4. Mailing Address (if separate)
5. Telephone Number
6. Contact Name
7. SIC Code (Line of Business) (SIC code for libraries is 8231)
8. Total number of employees (full and part time)
9. Headquarters name and address (if there is a reporting relationship to a parent corporate entity)

All questions regarding applications for the DUNS number should be directed to Dun & Bradstreet.

Attachment B: RESTRICTIONS ON THE USE OF LSTA GRANT FUNDS

To clarify some of the more commonly-occurring questions regarding how Library Services and Technology Act (LSTA) funds can or cannot be used, please see the list of explanations below. These explanations have been extracted from the Code of Federal Regulations and list important highlights of allowable and unallowable costs. Administrators and project coordinators of LSTA grant projects are cautioned that they must abide by all regulations in conducting their projects and in allotting charges against grant funds. In cases of ambiguity, uncertainty, or questions in identifying allowable cost items under Federal procedures, please contact Lynne Oliva, LSTA Coordinator, at Lynne.Oliva@library.ca.gov for clarification. A complete list with descriptions can be found in [The Electronic Code of Federal Regulations](#).

ADVERTISING AND PUBLIC RELATIONS

Advertising costs are allowable only when incurred for the recruitment of personnel, the procurement of goods and services, the disposal of scrap or surplus materials, and other specific purposes necessary to meet the requirements of the Federal award. Public relations costs are allowable when incurred to communicate with the public and press pertaining to specific activities or accomplishments that result from performance of the Federal award. Costs of advertising and public relations at conventions, meetings or other events, including displays, demonstrations, exhibits, meeting rooms, hospitality suites, and special facilities used in conjunction with shows and special events; and salaries of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Advertising and public relations](#)

ALCOHOLIC BEVERAGES

Costs of alcoholic beverages are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Alcoholic beverages](#).

BUILDING, CONSTRUCTION, RENOVATION COSTS

Building, construction, or renovation costs are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations:

[Rearrangement and reconversion costs](#)

[Maintenance and repair costs](#)

[Equipment and other capital expenditures](#)

CONFERENCES

Costs of meetings and conferences, including meals, transportation, rental of meeting facilities, and other incidental costs, where the primary purpose is the dissemination of technical information, are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Conferences](#)

CONTRIBUTIONS, DONATIONS, HONORARIUMS, STIPENDS

Contributions and donations, including cash, property, and services, that use grant funds and are made by grant recipients to others, regardless of the recipient, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Contributions and donations](#).

(NOTE: Honorariums and stipends are also unallowable. Wages, salaries, reimbursements, payment for work done, and fees charged by speakers are allowable)

ENTERTAINMENT

Costs of entertainment, including amusement, diversion, and social activities, and any costs directly associated with those, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Entertainment costs](#).

FUND-RAISING

Costs of organized fund-raising, including financial campaigns, solicitation of gifts and bequests, and similar expenses incurred to raise capital or to obtain contributions, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Fund raising and investment management costs](#).

GENERAL GOVERNMENT EXPENSES

The general costs of government, including services normally provided to the general public, such as fire and police, are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [General costs of government](#).

INCOME FROM PROJECT

Project income, e.g., fees charged for the use of library space in the context of a grant project, or to recover out of pocket project-related costs, or to create products such as manuals, or for other expenditures directly related to and used for the purposes of the grant and accrued under the conditions of the grant award, are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Program income](#)

LOBBYING

The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements or loans, is unallowable. Costs of membership in organizations substantially engaged in lobbying are unallowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Lobbying](#)

MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES

Costs of the grant recipient's memberships in business, technical, and professional organizations are allowable. (NOTE: The State Library's policy is that use of LSTA funds for personal memberships in organizations is not permitted.) Subscriptions to business, professional, and technical periodicals are allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Memberships, subscription, and professional activity costs](#)

PREMIUMS, PRIZES, INCENTIVES, AND SOUVENIERS

Costs of promotional items and memorabilia, including models, gifts, and souvenirs, are unallowable. See ADVERTISING AND PUBLIC RELATIONS (e)(3).

REFRESHMENTS

See ENTERTAINMENT (unallowable), and MEMBERSHIPS, SUBSCRIPTIONS, AND PROFESSIONAL ACTIVITIES (allowable).

TRAINING

The cost of training provided for employee development is allowable. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Training and education costs](#).

TRAVEL EXPENSES

Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees traveling on official business. Charges should be consistent with those normally allowed in like circumstances of the grant recipient organization in its regular operations and policy, in non-federally sponsored activities. An exception to this is that car mileage reimbursement for all awarded LSTA grants cannot exceed the current state rate of 58 cents per mile (CPM). Reimbursement is the preferred method of payment for travel expenses. Source: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. See electronic code of federal regulations: [Travel costs](#).

(NOTE: The State Library's policy on out-of-state travel and conferences is that they are generally not allowed. There are exceptions, however, based on the importance of the travel and/or conference to the grant. If your grant will include out-of-state travel or attendance at an out-of-state conference, consult with your grant monitor beforehand to obtain State Library approval before scheduling the trip or registering for the conference.)

Attachment C: CIPA-COMPLIANCE

Internet Certification and Signature - The Institute of Museum and Library Services establishes guidelines to ensure that the California State Library's implementation of the Children's Internet Protection Act (CIPA) complies with the 2003 decision of the US Supreme Court. The California State Library is required by 20 U.S.C. Section 9134(b)(7) to provide assurance that we will comply with 20 U.S.C. Section 9134(f), which sets out standards relating to Internet Safety for public libraries and public elementary school and secondary school libraries.

Under CIPA, California State Library must assure the Federal Government that no funds will be made available for public libraries and public elementary and secondary school libraries to purchase computers to access the Internet or pay for the direct costs of accessing the Internet unless the libraries have certified that they have Internet safety policies and technology protection measures, e.g., software filtering technology, in place. California State Library must collect certifications from libraries subject to CIPA that apply to the States for Library Services and Technology Act (LSTA) funding. Public libraries and public elementary and secondary school libraries must be in compliance with CIPA to obtain IMLS State Program funding which will be used to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet.

The director of a library applying for LSTA funding, must certify that the library is one of the following:

An individual applicant that is CIPA compliant

The applicant library, as a public library, a public elementary school library or a public secondary school library, has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

Representing a group of applicants. Those applicants that are subject to CIPA requirements have certified they are CIPA compliant

All public libraries, public elementary school libraries, and public secondary school libraries, participating in the application have complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act. The library submitting this application has collected Internet Safety Certifications from all other applicants who are subject to CIPA requirements. The library will keep these certifications on file with other application materials, and if awarded funds, with other project records.

Not Subject to CIPA Requirements

CIPA requirements do not apply because no LSTA funds made available under this grant program will be used to purchase computers that can access the Internet or to pay for direct costs associated with accessing the Internet.

Please have your library director sign the application form, certifying your organization's CIPA status and authorization for this project.

Attachment D: Project Description Guidance

Describe what you plan to do, for whom, how, and with what expected benefit. If your project aligns with one of the State Library's areas of focus, address this alignment in the description. (Max. 250 words.)

Describe your project. The narrative should help reviewers evaluate how well you have planned the project, how feasible it is, and how likely it is to have an impact. You should address:

What: What goals do you have? What actions to you plan to take?

Who: Who is being served?

How: How are you going to get this project done?

Why: What is the expected benefit?

As you write this section, you may choose to use the following framework and fill in the blanks.

In our project, we are setting out to _____. We will achieve our goal by _____ (what we will do and how we will do it). The project serves _____. The project is needed by this group because _____. This goal is important because _____.