

Oregon State Library  
Extending Library Service to the Unserved Grant Program  
Library Services and Technology Act FFY 2010  
General Information and Grant Guidelines

The mission of the Oregon State Library is to provide leadership, grants and other assistance to improve local library services for all Oregonians. Currently 4% of the population of Oregon do not have tax supported public library service. The State Library Board has made providing library service to the unserved a priority activity. This targeted grant opportunity is designed for those tax supported public libraries that are adjacent to an unserved population and that are interested in developing creative methods for providing and sustaining library service to those Oregonians who currently do not have tax supported public library service.

The Extending Library Service to the Unserved Grant Program addresses Goal #1 in the LSTA Five Year Plan: All Oregonians have access to high-quality library and information resources, anytime, anywhere, that help them achieve success in school, in the workplace, and in their daily lives.

This packet contains information and forms that will be needed to apply for the Extending Library Service to the Unserved Grant Program. Grants will be made for projects beginning on November 15, 2010 and ending on August 31, 2011.

We encourage prospective grantees to contact Library Development Program Manager, MaryKay Dahlgreen at [marykay.dahlgreen@state.or.us](mailto:marykay.dahlgreen@state.or.us) or 503-378-5012.

### **Award Amounts**

The State Library Board of Trustees has budgeted \$100,000 in LSTA funds, this year and next, for this special grant program and is expected to continue to budget similar amounts in the years to come. There are no set limits to the amount of funding that may be requested. Local support (in-kind or cash) is expected from all applicants as evidence of local commitment to the proposed grant project. Partnerships with local community agencies are also encouraged. Projects should be designed in such a way that the services to the unserved can be sustained at the end of the grant period.

### **Types of Grant Projects**

The purpose of this targeted opportunity is to provide grant funds to help libraries initiate new services, enhance existing services, conduct outreach and partnership efforts, or complete other activities that are identified as important to the library in serving currently unserved Oregonians.

This grant cycle invites applicants to focus on programs and services that will allow Oregonians unserved by a public library to:

- Obtain library cards
- Participate in library programs
- Access outreach programs offered by the library
- Borrow library materials

- Provide Statewide Summer Reading Program
- Promote use of statewide electronic resources

Special consideration will be given to projects that:

- Focus on providing library service to children, teenagers and/or low-income families
- Develop or continue a strong partnership with one or more community agencies, such as a local school district or a non-profit organization.

### **Eligible Applicants**

LSTA grants may be made to any legally-established public library in Lane, Linn, Clatsop, Columbia, Curry, Jefferson, Morrow, Wasco, Wheeler Counties and the City of Newberg.

A **public library** is established under ORS 357.410 and is “a public agency responsible for providing and making accessible to all residents of a local government unit library and information services suitable to persons of all ages” (ORS 357.400). “Local government units” include cities, counties, special districts, county service districts, school districts, and community college districts (ORS 174.116).

### **Competitive Grant Process**

The LSTA Advisory Council will meet in September to review the proposals and decide on their funding recommendations to the Board. Applicants will be notified of their recommendations before the Board’s October meeting, when the Board awards the grants.

### **Grant Period and Multi-year Projects / Consecutive Grants**

Successful applications will be funded for 9 ½ months initially. The State Library Board has appropriated \$100,000 for the 2011 grant cycle and will entertain multi-year projects funded on a year-to-year basis, up to three years.

### **Allowable and Acceptable Costs**

#### ***Costs not allowed by Federal regulation***

Projects must conform to federally allowable costs (summarized in Appendix B). Links to Federal allowable cost documents can be found via the State Library Website’s Oregon’s LSTA Competitive Grants page (<http://www.oregon.gov/OSL/LD/LSTAcamp.shtml>). LSTA legislation does not allow for construction expenses, including planning, remodeling, wiring, expansion costs, new furnishings, architect’s fees, land acquisition, or siting expenses.

#### ***Costs not accepted by the LSTA Advisory Council for funding***

The LSTA Advisory Council has developed the following list of items they will not recommend for funding, even though such items may be allowable under federal rules.

- The Council sees LSTA as a first-funder. Therefore LSTA will not take over funding of projects initiated by other grant funders.

- Restoration or replacement of current staff funding. Additional hours or substitute labor would be fundable.
- Restoration or replacement of current collection funding.
- Restoration or replacement of normal operating costs, such as computer maintenance, ongoing software license fees, utilities, etc.
- Computers, books, or library materials not integral to the proposed project.

### **Indirect Costs**

Indirect costs for the administrative charges of the fiscal agent are limited to 6% of the total direct LSTA funds requested. A copy of relevant portions of a current Federally-approved indirect cost plan must be submitted with the full proposal. For organizations without a Federally-approved indirect cost plan, the cost of a contract with a fiscal agent may be covered in the grant's contractual budget line. Do not simply claim 6% as the cost of the fiscal agent in such a case. The budgeted amount for the contract should be based on the actual cost of fiscal agent services.

### **CIPA – Children's Internet Protection Act**

If public or school libraries use LSTA funds to buy computers to access the Internet or to pay direct costs associated with accessing the Internet, the public or school libraries must "have in place 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 ...to visual depictions that are obscene or child pornography" 20 U.S.C. 9134(f). In such a case, public and school libraries must certify compliance with the Children's Internet Protection Act (CIPA). Filtering requirements would apply to all computers in the library, including staff computers, whether existing or newly purchased with grant funds. Library consortia that include public or school library members using LSTA funds for computers accessing the Internet, or for Internet access fees also must comply with CIPA filter requirements. All of the consortia members may be affected. A copy of the Act, guidance from IMLS, and a FAQ sheet can be found via <http://oregon.gov/OSL/LD/lsta.shtml>. Libraries concerned about CIPA are encouraged to contact the State Library before applying.

### **Consultants and Subgrants**

Prior to hiring a private consultant, library planning projects must obtain written approval of the consultant selected from the State Library. Consultants must adhere to restrictions on federal funds, particularly regarding lobbying. Grantees shall not use LSTA funds to run a subgrant program without first presenting a detailed plan to the State Library.

### **Evaluation of Applications**

The scoring of the applications is the basis of the development of Council recommendations for funding.

The criteria that the Council will use to evaluate full proposals are:

## Guidelines – Extending Library Service to the Unserved

### LSTA FULL PROPOSAL EVALUATION CRITERIA

1. Problem / Need
  - (a) Description of problem / need.
  - (b) Explanation of inadequacy of current responses.
  - (c) Explanation of how these needs and responses were assessed.
  - (d) Evidence of consideration of alternative solutions and the basis for their rejection.
  - (e) Description of how the proposed project will respond to the needs identified.
  - (f) Evidence of need documented in letters of support.
2. Goal
  - (a) Clear statement of proposed project goal that clearly relates to identified needs.
  - (b) Relevance of project to Oregon LSTA Five Year Plan Goal #1.
  - (c) Project objectives are measurable and clearly related to the goal.
  - (d) Additional advantages of proposed project (innovation, demonstration, other).
3. Scope
  - (a) Clear statement of which libraries/service agencies are to be involved and how. If applicable, a statement of the number of persons targeted by the project.
  - (b) Ability of grantee to manage size and type of grant.
  - (c) Potential for utilizing project results in other projects: Fair, good, excellent.
  - (d) Significance of the project concept for library development in Oregon: fairly important, very important, crucial; significant due to proposed innovation.
  - (e) Evidence of community involvement and collaboration in letters of support.
4. Budget
  - (a) Appropriate and justified in meeting objectives.
  - (b) Local cash and in-kind support fully documented.
  - (c) Cost is appropriate to the service outputs proposed.
5. Staffing
  - (a) Qualifications of project manager specified.
  - (b) Project staffing is appropriate.
  - (c) Staff training described, if needed.
6. Plan of Operation
  - (a) Timeline provided specifying when critical events must be completed and their relationship to the project.
  - (b) Organization chart or narrative is provided that describes the relationship of project staff to one another and to the project management structure.
  - (c) A description of facilities, equipment, and/or library materials needed for the project is provided, along with a method of procurement: in-kind contribution, lease, or purchase.
  - (d) A description of the method of reporting project status to the applicant's governing authority is provided.
  - (e) Activities for meeting measurable objectives are clearly stated and feasible.
  - (f) Feasible plan to sustain improvements to library service.
7. Plan for Evaluation
  - (a) Measurable objectives are provided.
  - (b) Methods of measuring performance are reasonable and adequate.
  - (c) Adequate plan for publicizing the results of the project is provided.

### **Grant Administration Procedures**

The State Library will send a grant contract with the notification of award for the grantee to review the contract language. The grant contract is a formal agreement between the state and the project fiscal agent and sets out a number of requirements for administering the grant including that:

- 1) All federal funds will be expended solely for the purpose for which a grant was awarded as described in the project narrative of the full proposal.
- 2) All federal funds must be spent in accordance with all applicable laws and regulations governing LSTA.
- 3) Federal funds may not be used for political purposes at any political level.
- 4) Costs accrued before a grant contract is signed are not reimbursable unless approved prior to accrual.
- 5) School and public libraries receiving federal money under LSTA to purchase computers to access the Internet and/or purchase direct Internet access must comply with CIPA requirements.
- 6) Local support of agencies receiving federal funds may not be reduced because of receipt of federal funds.

### **Contact Person**

MaryKay Dahlgreen, Library Development Program Manager, [marykay.dahlgreen@state.or.us](mailto:marykay.dahlgreen@state.or.us)  
503-378-5012

### **Appendices:**

**Appendix B - Allowable and Unallowable Costs in LSTA Grants**