

# Library Services & Technology Act (LSTA) Workforce Grant Guidelines

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# Library Services and Technology Act Grant *Workforce Grant Guidelines*

*Thank you for your interest in an LSTA grant from the Kentucky Department for Libraries & Archives (KDLA)! This grant is made possible by KDLA's funding from the Grants to States program administered by the Institute of Museum and Libraries Services (IMLS).*

This document will provide general guidelines in preparing your library's application for submission. **The application materials and line-by-line instructions** are available on the Federal Grants page of KDLA's website:

<https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>

KDLA will hold an informational session on this grant on two dates, and **attendance at one of these sessions will be mandatory in order to be eligible for this grant:**

- Friday, October 23<sup>rd</sup> from 1:00 to 2:00 pm Eastern
- Tuesday, October 27<sup>th</sup> from 10:00 to 11:00 am Eastern

No registration is required. Attendees can access the session at

<http://kdla.adobeconnect.com/kdlagrants/> at the times listed above.

**Applications are due November 16, 2020.** A library may submit only one application for a workforce grant per federal fiscal year.

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## Program Overview

The purpose of this workforce grant is to assist up to 26 Kentucky public libraries with providing technology for workforce-related educational, instructional, or outreach services. Libraries will use this grant to create or continue a Wi-Fi hotspot & laptop lending program with the primary goal of assisting adult patrons with workforce-related needs.

As part of this grant, KDLA will provide the following to selected libraries:

- **5 Dell Latitude 5500 laptops** — Each laptop is loaded with Windows 10 Pro operating system and Microsoft Home and Business 2019, which includes Word, Excel, PowerPoint, and Outlook. These laptops and their extended warranties will be transferred to the ownership of the selected libraries at the start of the grant period, and any maintenance or repairs will be each library's responsibility;
- **Laptop carrying case and wired mouse for each laptop;**
- **1 Dell lightning dock;**
- **Funding for additional software for each laptop** – see the Eligible Expenses & Project Budget section for the types of eligible software; and

- **Funding for cellular data (hotspot) service for 5 hotspots** – Libraries will choose the service provider(s) offering the best cellular coverage in their counties. See the Eligible Expenses & Project Budget section for a full list of eligible fees related to this service.
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## Eligible Applicants

Libraries that meet all of the following requirements are eligible to submit an application:

1. Have a legally established public library in Kentucky as defined by KDLA's Public Library Determination definition:  
<https://kdla.ky.gov/librarians/funding/Documents/eligible%20library%20II%20-%202015.pdf>;
2. Have a library director who is properly certified by the Kentucky State Board for the Certification of Librarians; and
3. Have a staff person responsible for the project attend the information session.

Additionally, applicants must be able to certify compliance with the Children's Internet Protection Act (CIPA) (Pub.L. 106–554).

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## Eligible Expenses & Project Budget

Applicants will initially apply for funding for Federal Fiscal Year 2021 to cover expenses for December 1, 2020 to September 30, 2021. Libraries selected for this grant will have the option to renew the grant to cover ongoing costs for Federal Fiscal Year 2022 (October 1, 2021 to September 30, 2022).

Applicants will submit an FFY 2021 Project Budget with the application form and should complete it *before* working on Part VIII of the application, the Project Budget Narrative. The Project Budget worksheet is located on KDLA's Federal Grants webpage:

<https://kdla.ky.gov/librarians/funding/Pages/FederalGrants.aspx>

The following expenses may be included in the Project Budget for FFY 2021:

- Expenses related to 5 hotspots:
  - Monthly cellular data service from December 1, 2020 to September 30, 2021. Charges may include the base cost of the monthly data plan, estimated data overage charges (if applicable), and taxes and other surcharges
  - Cost of hotspot hardware, if applicable
  - Cases for hotspot device, if applicable, including shipping costs
  - Additional power cords for charging hotspot devices, including shipping costs
- Expenses related to software for laptops provided by KDLA; for ongoing subscription costs, charges from December 1, 2020 to September 30, 2021 will be covered by the grant:

- Software to restore laptop between loans (Deep Freeze or similar)
- Device tracking software to recover lost/stolen laptop
- Content filtering license for Children’s Internet Protection Act compliance

Once a library is selected for the grant and a contract for FFY 2021 is finalized between KDLA and the library, the grant funding will be disbursed via check. At the end of the grant period, the library will submit a Narrative Final Report & Financial Final Report, and any excess funds for goods and services that cost less than estimated must be returned to KDLA.

## Desired Outcomes\* and Monthly Reporting

Projects awarded grant funding must demonstrate the ability to improve library services to Kentucky residents that support lifelong learning and employment.

Before applying for a KDLA LSTA Workforce Grant, please be sure you understand the overarching LSTA goals and have developed a project that addresses them.

Additionally, projects will be given preference for demonstrating the ability to produce at least one of the following desired outcomes:

- Improving users’ ability to use resources and apply information for employment support
- Implementing innovative or emerging technologies or services related to workforce development.
- Improving internet access for the public
- Increasing computer and digital literacy skills among the public

*\*Note: The desired outcomes of this project are derived from the overarching goals of the IMLS (see <https://www.ims.gov/grants/grants-state/purposes-and-priorities-lsta>) and the goals identified in KDLA’s Five-Year Plan for its Library Services and Technology Act funding through the IMLS Grants to States Program (see <https://kdla.ky.gov/librarians/funding/Documents/Kentucky%20LSTA%202018-2022%20Five%20Year%20Plan.pdf>).*

Libraries selected for this grant will be responsible for completing quarterly reports that will include a required KDLA survey. The Quarterly Status Report document provided to selected grantees includes the five survey questions that must be administered to patrons who borrow the laptop + hotspot kit; these survey questions are mandatory for IMLS reporting. Libraries are encouraged to add additional questions to measure outcomes of their project. Failure to submit the required reports will impact a library’s ability to renew this grant for the second year or to apply for KDLA grants in the future.

## Grant Guidelines

- Applicants must demonstrate that they meet all eligibility requirements.
- Applicants must demonstrate how new equipment, technology, software, or services will support their project’s desired outcomes and meet at least one LSTA purpose as defined by IMLS and Kentucky’s LSTA five-year plan.
- Applicants must cite evidence of a legitimate community need and demonstrate how LSTA funds will alleviate the need and lead to desired outcomes.
  - The *IMLS Indicators Workbook: Economic Status and Broadband Availability and Adoption* may be a useful resource since it provides county-level data on broadband availability, computer ownership, and poverty rates. See <https://www.imls.gov/data/data-catalog/imls-indicators-workbook-economic-status-and-broadband-availability-and-adoption>.
- Grant funds must be spent between the project start date and September 30, 2021; if a grant renewal agreement is awarded, grant funds must be spent between October 1, 2021 and September 30, 2022.
- KDLA reserves the right to award additional funding and materials to some applicants if less than 26 eligible library systems apply and meet the minimum requirements.
- Grant recipients must submit all required reports and meet all expectations as outlined in the grant agreement.
- The laptops provided by KDLA will be transferred to the ownership of the library at the beginning of the grant period, including extended warranties scheduled to end in early October 2022. Any maintenance, including warranty repairs, will be the library’s responsibility. At the end of the grant period, the library may use the laptops for any purpose allowed by its mission and goals.

## Grant Timeline

October 14, 2020	Application form and guidelines made available
November 16, 2020	Application with original signatures must be postmarked by this date AND the application must be emailed by 4:00 pm EST – see Application Submission section
November 23, 2020	Applicants informed of application status (funded; not funded)
December 1, 2020	Agreements due and check disbursed
January 15, 2021	First Quarter Progress Report due
April 15, 2021	Second Quarter Progress Report due

July 15, 2021	Third Quarter Progress Report due
September 30, 2021	Last day grant funds can be spent for FFY 2021
October 25, 2021	FFY 2021 Narrative Final Report & Financial Final Report due

**Grant renewals (2<sup>nd</sup> year – FFY 2022):**

October 1, 2021	Grant renewal agreements due and check disbursed
January 15, 2022	First Quarter Progress Report due
April 15, 2022	Second Quarter Progress Report due
July 15, 2022	Third Quarter Progress Report due
September 30, 2022	Project ends: last day grant funds can be spent for FFY 2022
October 25, 2022	FFY 2022 Narrative Final Report & Financial Final Report due

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## Application Form

Text boxes will expand as you type, but please **limit your answers to any one question to a maximum of one page**. You will need **at minimum one paragraph** to answer most questions.

If you are unsure of how to answer an application question, **please contact Beth Milburn, KDLA Deputy Commissioner**, at [beth.milburn@ky.gov](mailto:beth.milburn@ky.gov) or (502) 564-8325. For technology and CIPA questions, please contact Lauren Abner, KDLA Technology Consultant, at [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov) or (502) 564-1728.

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## Application Submission

To apply, **you must submit the application via certified mail AND via email:**

- **Via certified mail postmarked no later than November 16, 2020**, send one application form with original signatures, Project Budget worksheet, and any required supplements to:

Kentucky Department for Libraries & Archives  
Attn: Beth Milburn, KDLA Deputy Commissioner

PO Box 537  
Frankfort, KY 40602

- **Via email no later than 4:00 pm EST on November 16, 2020**, send a digital copy of all application materials to:
  - KDLA Deputy Commissioner, Beth Milburn, at [beth.milburn@ky.gov](mailto:beth.milburn@ky.gov) **AND**
  - KDLA Technology Consultant, Lauren Abner, at [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov).

Faxed applications **will not** be accepted. Incomplete applications **will not** be reviewed.

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## **Application Review**

Grant applications are reviewed by a committee using a scoring rubric that addresses the applicant's ability to produce at least one of the Desired Outcomes for this project. Applicants must attend one of the informational sessions on this grant to be eligible for consideration.

Applicants should be informed of the status of their grant by November 23, 2020. Reviewers may decide to fully fund, partially fund, or not fund any application received.

Questions? Please contact:

- Beth Milburn, KDLA Deputy Commissioner, at [beth.milburn@ky.gov](mailto:beth.milburn@ky.gov) or (502) 564-8325
- Lauren Abner, Technology Consultant, at [lauren.abner@ky.gov](mailto:lauren.abner@ky.gov) or (502) 564-1728