



Wisconsin Department of Public Instruction  
**LIBRARY SERVICES AND TECHNOLOGY ACT  
 (LSTA) GRANT APPLICATION**

PI-2440-A (Rev. 06-2021)

For use with state/federal **discretionary** funds only.

**INSTRUCTIONS:** Submit one copy of this completed Word document along with one signed, scanned copy in PDF format via e-mail to:

[LibraryReport@dpi.wi.gov](mailto:LibraryReport@dpi.wi.gov)

Collection of this data is a requirement of Public Law 94-462.

Refer to the DPI Library Services and Technology web page "LSTA Grant Information and Guidelines" at: <https://dpi.wi.gov/pld/lsta>

GRANT INFORMATION	
Grant Title	2020 LSTA WPLC State & Regional Digital Collection Support

GENERAL INFORMATION	
Applicant Agency	Public Library System Name (if system is not the Applicant Agency)
Wisconsin Valley Library Service	
List Collaborating Partner Agencies (Partner Libraries and Library Systems)	
Project Administrator Name	
Rachel Metzler	
Project Administrator E-mail Address	Project Administrator Phone Area Code/No.
rmetzler@wvls.org	715-261-7250
Applicant Agency Business Manager Name	
Augo Hildebrand	
Applicant Agency Business Manager Email Address	Applicant Agency Business Manager Phone
ap@wvls.org	715-261-7250



## ASSURANCES

Each Applicant that submits a plan or application under the Library Services and Technology Act (LSTA) provides the assurances set forth below.

(1) Civil Rights and Nondiscrimination Statutes and Regulations: The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of—

(A) Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]

(B) Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]

(C) Section 504 of the Rehabilitation Act of 1973 [29 U.S.C. 794]

(D) The Age Discrimination Act [42 U.S.C. 6101 et seq.]

(2) Allowable Costs: Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR 200 Subpart E-Cost Principles].

(3) Budget Modifications: The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget [2 CFR § 200.308(e)].

(4) Conflict of Interest: No board or staff member of a public library or library system may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Wis. Stat. 19.59 (1) (a)] [2 CFR § 200.112].

(5) Contracts and procurement: The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in [2 CFR §§ 200.318-200.326] Procurement Standards.

(6) Cooperation with Evaluation: The Applicant shall cooperate with the performance of any evaluation of the program by the Wisconsin Department of Public Instruction (DPI) or the Institute of Museum and Library Services (IMLS) or by their contractors [2 CFR § 200.328(1)].

(7) Copyright, Acknowledgement, and Publications: The Applicant/Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. IMLS and DPI reserve royalty-free, nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use, for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the IMLS acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the DPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal funds in a statement. Subrecipients must acknowledge IMLS in all related publications and activities supported with LSTA award money. A kit with suggestions and materials to help subrecipients publicize grant activities is available at

<https://www.ims.gov/grants/grant-recipients/grantee-communications-kit>.

(8) Fiscal Control: The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR § 200.328(1)].

(9) Indirect Costs: If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the DPI. Indirect costs cannot be charged against capital objects.

(10) OMB Standard Form 424B: The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal

authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

(11) Programmatic Changes: The Applicant will obtain the prior approval of the DPI whenever any of the following actions is anticipated:

(A) Any revision of the scope or objectives of the project;

(B) Changes in key persons where specified in the application or grant award;

(C) A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;

(D) Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;

(E) Changes in the amount of approved cost-sharing or matching provided by the subrecipient [2 CFR § 200.308(c)(1,2,3,6,7)].

(12) Record Retention: In accordance with 2 CFR § 200.333(b), this is written notification to the subrecipient that DPI requires an extension to the record retention period for grants addressed in the *General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records*. For all other grants, the Applicant will ensure records are maintained for a period of at least three years after the end of the project year [2 CFR § 200.333]. If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

(13) Reporting: The Applicant will ensure all required financial and program data is reported to the DPI timely on a schedule established by the DPI [2 CFR § 200.302(b)(2)].

(14) Grant Evaluation: The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the DPI. Grant evaluation information provided to the DPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates [2 CFR § 200.328(b)(1)].

(15) Single Audit: Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1–June 30) is required to conduct a single audit [2 CFR § 200.501].

(16) Text Messaging and E-Mailing While Driving: The Applicant/Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving October 1, 2009].

(17) Time and Effort Supporting Documentation: For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR § 200.430(i)(1). The subrecipient must retain records that accurately reflect the work performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

(18) Trafficking in Persons: The grant condition specified in 2 CFR § 175.10 includes the following language: "i. Trafficking in persons. 1 You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect; ii. Procure a commercial sex act during the period of time that the award is in effect; or iii. Use forced labor in the performance of the award or subawards under the award." A subrecipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

(19) Debarment and Suspension: As required by Executive Order 12549 and implemented at 2 CFR Parts 180 and Part 3185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:



ASSURANCES (cont'd)

(a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification;

(d) have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

(20) Lobbying: As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the applicant certifies to the best of his or her knowledge and belief that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a coopera-

tive agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. State Programs 3 Issued 2/9/2006.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(21) Internet Safety: The applicant library is either:

(a) compliant with the Children's Internet Protection Act (CIPA). The applicant library has complied with the requirements of Section 9134(f)(1) of LSTA; or

(b) CIPA requirements do not apply because LSTA funds are not being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

(22) Equipment: The applicant will not budget for or procure equipment as defined in 2 CFR 200.33 without first requesting approval from the state library administrative agency and obtaining written approval from the state library administrative agency and the Institute of Museum and Library Services.

ASSURANCES SIGNATURE

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge, that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant. The Authorized Representative of the Applicant Agency is authorized by the Library Board to approve these certifications on behalf of the Applicant Agency.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representations in this application are correct to the best of our knowledge.

Applicant Agency

Wisconsin Valley Library Service

Name of Authorized Representative of Applicant Agency

Rachel Metzler

Title of Authorized Representative

ILS and Database Support Specialist

Signature

> Rachel B.C. Metzler

Date Signed Mo./Day/Yr.

July 14, 2021



**PROJECT ABSTRACT**

Provide an overview of the project, including its purpose and intended outcome based on targeted population(s) and identifiable need.

With the grant of \$21,875, Wisconsin Valley Library Service will gift 70% toward the statewide Wisconsin Public Library Consortium's (WPLC) Overdrive collection (\$15,313). The 30% remaining (\$6,562) will be used support the WVLS Overdrive Advantage collection.

**ACTIVITY DETAILS**

Briefly describe what specific activities will take place to achieve the project goals.

The WPLC Overdrive Selection Committee will use \$15,313 to select titles for the statewide Overdrive collection. The Wisconsin Valley Library Service Overdrive Advantage Selection Committee will use \$6,562 to purchase additional titles for the WVLS Overdrive Advantage Collection. The Selection Committee will focus on titles with high hold queues from WVLS patrons to shorten their wait time for popular titles.

**PROJECT REPORTING AND  
OUTCOME EVALUATION**

All subrecipients will complete a project report describing specific activities, outputs, outcomes measured that align with the Public Library Association's Project Outcome tool\*, and an evaluation of the completed project. See the [Institute of Museum and Library Services State Program Reporting Requirements](#) and the Division for Libraries and Technology's [LSTA Project Report](#) for specifics. The Division for Libraries and Technology will provide a link to a project-specific report if this grant application is approved for funding.

\*Project Outcome should be used to measure patron and staff satisfaction with instructional programs, staff satisfaction with content acquired, and staff satisfaction with planning and evaluation.











LSTA BUDGET DETAILS (cont'd)

Travel

Select the type of travel expenditure and describe the travel selections in the text box next to the selection. This amount includes all airfare, ground transportation, accommodation (lodging), meals, etc. by the Applicant Agency's staff members only. Do not include travel expenses by a third party.

Reported expenses must be related to the project activities and must be incurred by the applicant agency staff working on the project.

Type of Travel Expenditure	Describe Travel Expenditure Purpose	Number of Travelers	Total Cost – LSTA Funds Travel Expenditures	Match Funds	
				Travel Expenditures	Source
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<Select>	<Describe travel here>		\$0.00	\$0.00	<Select>
<b>TOTAL</b>			\$0.00	\$0.00	







**LSTA BUDGET DETAILS (cont'd)**

**Equipment (unit cost greater than \$5,000)**

This description includes the types and quantities of supplies/materials acquired. This amount includes all costs for supplies and materials purchased specifically for the project.

The Applicant Agency may request to purchase necessary and reasonable equipment by completing the [LSTA Equipment Approval Request form](#).

**MUST OBTAIN APPROVAL FROM DPI AND IMLS BEFORE BUDGETING FOR EQUIPMENT PURCHASES.**

Equipment Description	Number of Units	Total Cost – LSTA Funds Equipment Costs	Match Funds	
			Equipment Costs	Source
		\$0.00	\$0.00	<Select>
		\$0.00	\$0.00	<Select>
		\$0.00	\$0.00	<Select>
<b>TOTAL</b>		\$0.00	\$0.00	

**Services**

This description includes the services provided. This amount includes the cost of services provided by a contractor. Databases should be described here and names of contractors included.

Services Description	Total Cost – LSTA Funds Services Costs	Match Funds	
		Services Costs	Source
WPLC Overdrive collection	\$15,313.00	\$0.00	<Select>
WVLS Overdrive Advantage collection	\$6,562.00	\$0.00	<Select>
	\$0.00	\$0.00	<Select>
	\$0.00	\$0.00	<Select>
	\$0.00	\$0.00	<Select>
	\$0.00	\$0.00	<Select>
	\$0.00	\$0.00	<Select>
	\$0.00	\$0.00	<Select>
<b>TOTAL</b>	\$21,875.00	\$0.00	

**LSTA BUDGET DETAILS (cont'd)**

**Other (Indirect)**

This description includes allowable indirect costs incurred by the grantee. Indirect costs are those costs that are not readily identified with the activities funded by the federal grant or contract but are nevertheless incurred for the joint benefit of those activities and other activities and programs of the organization. Examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. The applicant must inform DPI of the decision to recover indirect costs by making a checkbox selection below.

Other Description	Total Cost – LSTA Funds Other (Indirect) Costs	Match Funds	
		Other (Indirect) Costs	Source
	\$0.00	\$0.00	<Select>
Select one of the following options: <input checked="" type="checkbox"/> Applicant chooses not to include Indirect Costs <input type="checkbox"/> Applicant chooses a rate not to exceed 10% of modified total direct costs and declares the applicant agency is eligible for the 10% rate. <input type="checkbox"/> Applicant has a rate           % that has been negotiated with a federal agency. The applicant will submit a copy of the negotiation agreement along with this LSTA application.			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	



**LSTA BUDGET SUMMARY**

Applicant Agency Wisconsin Valley Library Service		Grant Title 2020 LSTA WPLC State & Regional Digital Collection Support	
LSTA Budget Category	LSTA Budget	Match Amount	
Salaries/Wages/Benefits	\$0.00	\$0.00	
Consultant Fees	\$0.00	\$0.00	
Travel	\$0.00	\$0.00	
Supplies/Materials	\$0.00	\$0.00	
Equipment (Unit cost is >\$5,000)	\$0.00	\$0.00	
Services	\$21,875.00	\$0.00	
Other (Indirect) Rate (not to exceed 10% unless approved by the applicant's cognizant agency) %	\$0.00	\$0.00	
<b>TOTAL</b>	<b>\$21,875.00</b>	<b>\$0.00</b>	

**JUSTIFICATION FOR CHANGES**

Complete this section only when revising an approved budget.

**FOR DPI USE ONLY**

The DPI Grant Program Coordinator's signature indicates approval of the application and budget.

Signature of DPI Grant Program Coordinator ➤	Date Signed <i>Mo./Day/Yr.</i>
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