

FY 2021-2022 LSTA ARPA GRANT APPLICATION AND GUIDELINES - PUBLIC COLORADO STATE LIBRARY

June 1, 2021

LSTA ARPA State Grant funding (Public Law 117-2; 20 U.S.C. §9101 et seq.) is provided by the Institute of Museum and Library Services through the Colorado State Library to help communities respond directly and immediately to the pandemic, as well as to related economic and community needs through equitable approaches in digital inclusion and library services.

CFDA Number: 45.310 State Library Program

Due Date: Monday, August 2, 2021

Email signed completed forms to:

Colorado State Library
201 E. Colfax Ave. #309
Denver, Colorado 80203-1799
Attn: Jean M. Heilig
heilig_j@cde.state.co.us
Phone 303.551.4711
<http://www.cde.state.co.us/cdelib/arpa>



COLORADO
Department of Education
Colorado State Library

GENERAL REQUIREMENTS

Potential projects must adhere to the following:

- Must be a library that is established, operated, and maintained in whole or in part with money derived from taxation, and which is for the free use of the public. This includes county libraries, municipal libraries, library districts, and joint libraries as defined in library law (24-90-109).
- Must be legally established and operate under Colorado Library Law.
- Must meet all 13 criteria in the “[Definition of a Public Library in Colorado](#)” outlined in the “Colorado Public Library Standards.”
- Must have existing local and/or state funding for libraries. The library must maintain its current effort to obtain funds to the end that moneys received under this Act do not replace or displace existing local revenue sources.
- A library jurisdiction may maintain more than one library; each jurisdiction shall be considered the equivalent of one eligible applicant.
- Libraries that provide electronic devices (computers, hotspots, tablets, ereaders, etc.) for patron access must:
 - Equip each device with software that will limit the ability of minors to gain access to material that is obscene or illegal, OR
 - Purchase Internet connectivity from an Internet service provider that provides filtering services.
- Must complete and submit this Grant Eligibility Form by August 2, 2021, to certify that the library meets the requirements to receive funding and intends to use the funds as required by law.
- Materials and services are for library patron use only.
- Applicants must have sufficient staffing ability and fiscal capability to successfully implement, complete, and evaluate results at the conclusion of the project.
- Funding is for programs or projects that begin on July 1, 2021 and are completed by September 30, 2022.
- Applicants may not use grant funds to reimburse any expenses that are incurred prior to the grant start date.
- Applicants will be notified of their grant amount in August.

- The library is required to request funds on a reimbursement basis as needed. Copies of receipts for expenditure documentation must be submitted to the State Library with the request for funding forms. Last day to request funds is September 16, 2022.
- Administration and expenditure of grant funds are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regulations (Uniform Guidance) promulgated by the Office of Management and Budget (2 C.F.R. part 200) and related IMLS guidance.
- Submission of a final report after the close of the grant award period. Reports will be due October 31, 2022.
- Indirect costs may be charged according to the following:
 - a. Federally negotiated indirect cost rate,
 - b. A rate negotiated between the Colorado State Library and subrecipient (in compliance with federal guidelines), or
 - c. The minimum (de minimis) rate of 10% of a sub-recipient's direct costs.

Completed forms must be emailed by August 2, 2021 to heilig_j@cde.state.co.us.

Questions can be directed to Jean Marie Heilig or Melissa Carlson at Heilig_j@cde.state.co.us or Carlson_m@cde.state.co.us

Eligible Use of Funds

Spending priorities are as follows:

- To support digital inclusion efforts to enable libraries to reach residents such as through internet hotspots, accessible Wi-Fi, and digital content and related resources, particularly in support of education, health, and workforce development needs. The following types of data, among others, can inform efforts to reach underserved populations:
 - Poverty/Supplemental Nutrition Assistance Program (SNAP)
 - Unemployment; and
 - Broadband Availability
- To provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols.
- To support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs.
- Libraries should refer to the list of eligible expenditures on the ARPA Grants to Libraries site <http://www.cde.state.co.us/cdelib/arpa>

Public Library Grant Eligibility Form

Name of Library/Library District* _____

*Who will be receiving funds

Institution DUNS number:* _____

*Information on DUNS numbers: <http://www.cde.state.co.us/cdelib/arpa>

Project Director

(responsible party for grant implementation)

Name _____

Telephone _____

Email _____

Authorized Signatory

(party responsible for signing contracts)

Name _____

Title _____

Signature _____
(digital signature or print & sign)

Email _____

Complete the following to certify that the Public library meets all requirements to receive funding:

Eligibility Requirement	Yes	No
1. Will utilize this funding to purchase eligible resources.		
2. Legally established and operated under Colorado Library Law.		
3. <u>Device lending</u> to patrons (hotspots, Chromebook, tablets, ereaders, etc.) Devices must be configured to ensure compliance with the Federal Children’s Internet Protection Act (CIPA). https://www.fcc.gov/sites/default/files/childrens_internet_protection_act_cipa.pdf		
4. Staffing and service hours – has paid staff available in the library for a minimum of 20 hours each week.		
5. Reporting – will submit a final report to the State Library by October 31, 2022.		
6. Will the Institution charge indirect costs to the grant? For information on indirect costs: http://www.cde.state.co.us/cdelib/arpa		
7. If <u>Yes</u> to question 6 (select one option below):		
a. The Institution will use a Federally negotiated indirect cost rate. (documentation must be provided)		
b. The Institution wishes to negotiate a rate with the Colorado State Library in compliance with federal guidelines.		
c. The Institution will use the minimum (de minimis) rate of 10% of sub-recipient’s direct costs.		
8. Did applicant complete and sign the Federal Certification and Assurances forms located below?		

Colorado State Library ARPA Grant Program – 2021-2022

CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT LIBRARY

- PUBLIC LIBRARIES
- SCHOOL LIBRARIES
- ACADEMIC LIBRARIES

As the duly authorized representative of the applicant library, I hereby certify that:
(select one)

- A. The applicant library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.
- B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.
- C. The applicant library or consortia is NOT a public library, public elementary or secondary school library, OR consortia with public and/or public school libraries.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean or Superintendent or other authorized official.

Colorado State Library ARPA Grant Program - 2021-2022

CERTIFICATIONS & ASSURANCES for Colorado State Library ARPA Grant Program Applications:

This Statement of Assurances is entered into on _____ [Date], by the _____ [Applicant Library Name]. The _____

[Applicant Library Name] agrees to comply with the statutes, rules, regulations, and executive orders provided below to be eligible for receipt of federal assistance pursuant to the Library Services and Technology Act (LSTA), 20 U.S.C. § 9121 *et seq.*, contract/grants program administered by LM.

** NOTE: Some of the statutes listed below may not be applicable to your project or program. If you have questions, please contact the awarding agency. If additional assurances are required by the federal awarding agencies notification shall be provided.*

ASSURANCES - NON-CONSTRUCTION PROGRAMS

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the Organizational, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681- 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating

to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis- Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327- 333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) Organization of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93- 205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

DEBARMENT AND SUSPENSION

The contractor shall comply with 2 CFR Part 3185. The undersigned, on behalf of the contractor, certifies to the best of his or her knowledge and belief that neither the contractor nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (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 listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the contractor is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The contractor, as a party to a first-tier procurement contract, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in contract.

DRUG-FREE WORKPLACE REQUIREMENTS

The contractor must comply with drug-free workplace requirements in subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988 (P. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

The undersigned, on behalf of the contractor, certifies that the contractor will or will continue to provide a drug-free workplace by taking actions such as, but not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for the contractor's employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying all known workplaces under its Federal awards.

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 contractor 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 any Federal grant, the making of any Federal loan, the entering into of a cooperative 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 or contractor) 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.

FEDERAL DEBT STATUS

The contractor certifies to the best of his or her knowledge and belief that the contractor is not delinquent in the repayment of any Federal debt.

TRAFFICKING IN PERSONS

a. *Provisions applicable to a recipient that is a private entity.*

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.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

b. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity:

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. *Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. § 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. *Definitions.* For purposes of this award term:

1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit Organization of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).
 - B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

The Applicant agrees that compliance with these Certifications and Assurances constitutes a condition of continued receipt of federal financial assistance, and that it is binding upon the Applicant, its successors, transferees, and assignees for the period during which such assistance is provided.

The Applicant understands that expenses for the approved project that are not covered by the LSTA award will be the responsibility of the Applicant Agency.

The Applicant understands that the State may immediately terminate a contract in whole or in part without penalty and for any reason, including but not limited to, appropriation or budget shortfalls.

Authorized Representative Name	Signature	Date
_____	_____	_____
_____	_____	_____

Authorized Representative is whoever has the authority to sign contracts for the applicant institution, such as the Library Director, Dean or Superintendent or other authorized official.