
Library Services and Technology (LSTA) Grant Information and Guidelines 2021

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Services Act of 2018

Developed by
Division for Libraries and Technology



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Introduction

The Museum and Library Services Act (including the Library Services and Technology Act (LSTA)) was signed into law on September 30, 1996. Fiscal year 1997 was a year of transition, marking the end of the Library Services and Construction Act (LSCA) program and the beginning of the new LSTA program. Known originally as the Library Services Act, the LSTA program had been in existence in various forms and with various priorities since 1956. LSTA was most recently reauthorized in 2018.

The LSTA Grants to States program is administered at the federal level by the [Institute of Museum and Library Services \(IMLS\)](#). IMLS is the primary source of federal support for the nation’s 123,000 libraries and 17,500 museums. The [Institute's mission](#) is to advance, support, and empower America’s museums, libraries, and related organizations through grantmaking, research, and policy development. IMLS administers its program according to the Office of Management and Budget’s (OMB) based formula [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). The Department of Public Instruction (DPI) manages and distributes the federal funding as the State Library Administrative Agency for Wisconsin.

LSTA Grant Timeline

Event	Date
Date of IMLS Award to the DPI.	April 8, 2021
Start of grant period. Earliest date expenditures may be charged back to grant.	July 1, 2021
Grant application and eligibility requirements released by the DPI’s Division for Libraries and Technology.	December 20, 2021
Applications are entered into WISEgrants (exact date depending on WISEgrants transition).	Estimated December 2021
Notifications of Federal Grant Subaward sent to awardees.	Estimated January 2021
Mid-project check-in.	March 31, 2022
End of grant period. Final day expenditures may be charged to grant.	June 30, 2022
Claims due to the DPI.	August 15, 2022
Final project evaluations due to the DPI.	August 15, 2022

Wisconsin LSTA Goals 2018-2022

Through the IMLS Grants to States program, the goals established for Wisconsin are based on the federal LSTA priorities and are described in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#). Below is a summary of the state's primary goals and objectives. These goals will be accomplished through the activities implemented by the DPI's Division for Libraries and Technology through statewide initiatives, managed projects and resources, or grant subaward projects. This information is also available as a flyer in [PDF format](#).

- **Robust and equitable access to technology through statewide infrastructure and consulting services.** Objective: Assist libraries and systems in using technology; providing access and coordinating the use of technology statewide.
- **Statewide sharing of information resources and collaboration among libraries to provide equitable and efficient library services for all Wisconsin residents.** Objective: Create, maintain, and continuously improve on a platform and system to facilitate the sharing of content and resources across the state for all libraries in all locations. Encourage a more informed society by providing access to historical and current civic content.
- **Increased leadership capacity of public libraries through law, finance, and data support including governance and service standards.** Objective: To provide leadership and management training and consultation services for library staff and volunteer leaders. To develop clear and useful library standards and provide an interactive interface to enable real time and consistent measurement and comparisons of progress in meeting state standards.
- **Stronger engagement of public libraries with their communities and utilization of data to actively adapt to community needs.** Objective: To increase awareness of community engagement as critical to public library sustainability and to provide training and resources to facilitate the effective community engagement practices of libraries with their local communities. To improve local libraries' ability to create, collect, and analyze local outcomes as part of ongoing data practices in order to actively adapt to community needs.
- **Increased involvement of youth and underrepresented populations in library programs and services through staff training and shelf-ready resources.** Objective: To provide quality training, programs, and information regarding identifying, attracting, and effectively serving the needs of youth and all community members, including individuals or groups for whom using the library is difficult or limited.

Subaward Consultation

Consultation on grant proposals and the application process for federal grant subaward categories is available from DLT staff upon request. For help, contact one of the DPI staff members listed below:

Alex Delvoye
Alexandra.Delvoye@dpi.wi.gov
(608) 264-9556

General LSTA Questions, Funding, Eligibility,
Reporting

Bill Herman
Bill.Herman@dpi.wi.gov
(608) 264-9335

Library and System Technology

Monica Treptow
Monica.Treptow@dpi.wi.gov
(608) 224-6161

School Library Media, Future Ready Libraries

General Grant Requirements

Acknowledging IMLS for Project Funding

LSTA grant award subrecipients (including all public libraries and public library systems) are required to acknowledge IMLS as the funding agency. Recipients are acknowledging the source of federal dollars to their federal representatives and senators when they clearly demonstrate an IMLS logo (if possible) accompanied by text explaining the federal agency responsible for its funding.



The IMLS acknowledgement must be included on everything purchased and distributed using LSTA funding. All products and informational materials, regardless of format or method of distribution that are supported by a LSTA grant, including websites and databases created totally or in part with LSTA funding, must include a logo and an acknowledgement. Any promotional materials including flyers, web pages, bookmobiles, and signs must include an IMLS acknowledgement and IMLS logo where appropriate. More information is available on the [DPI LSTA FAQ page](#) and the [IMLS Acknowledgement Requirements page](#). For grant subrecipients unsure if IMLS logo should be included on an item purchased with LSTA funding, reach out to LibraryReport@dpi.wi.gov with a description of the item for further guidance.

LSTA Project Marketing

Including marketing costs within LSTA projects is encouraged as part of the grant project budgeting process. The marketing must be related specifically to the LSTA project and must not include marketing of general library services in order to be an [allowable cost](#). By including these costs in the project budget, it will help promote the LSTA project and new opportunities provided by the grant funding. Additional guidance from IMLS regarding [advertising, public relations, and promotional materials](#) is available.

The only exception to including marketing of general services is in the case of marketing to targeted populations such as underserved populations or persons having difficulty using a library. Examples of this would be promoting Spanish translation of resources or braille books at the library. Please reach out to LibraryReport@dpi.wi.gov with any questions regarding allowability of marketing as part of an LSTA project and to receive further guidance.

Website Development, Maintenance and Hosting

When developing a website as part of a grant project, the grant recipient must determine who will maintain and host the website throughout the duration of the project. Likely the grant subrecipient should be the entity managing the website, though this is ultimately up to the grant subrecipient and should be discussed as part of project development. Any ongoing expenses for the website past the grant end date must be covered through local funds.

Staff time spent on website development, maintaining the website, or hosting the website are allowable expenses when directly related to the LSTA funded project. Remember website or promotional materials must include [IMLS acknowledgement](#) when developed using LSTA funding.

The DPI will not host a website for an LSTA grant funded project, as the DPI is unable to provide editing access to external parties. Therefore, it is best that a project is hosted and edited by the grant recipient or a partner organization.

Internet-accessible Devices

LSTA funds used to purchase internet-accessible devices (e.g., computers, tablets, smartphones) or to pay for costs associated with accessing the internet by library users or staff (e.g., hotspot data plans, internet service provider subscription costs), must comply with the [Children's Internet Protection Act \(CIPA\)](#), passed in December 2000. CIPA mandates the use of internet filters on all library-owned public access and staff computers with internet access in libraries.

LSTA funding may be used for projects that include the use or purchase of internet-accessible devices that are non-CIPA compliant if matching local funds are used for the purchase of the devices. LSTA funds can be used for equipment, training, transportation, or other LSTA allowable costs related to the use of non-CIPA compliant internet-accessible devices.

The American Library Association (ALA) provides examples of possible funding scenarios in [An Update on Filtering: Focusing on Use of IMLS Funds from the CARES Act](#) (July 2, 2020), which also applies to LSTA. The ALA examples are some of the more common ways federal funds could be spent on internet-accessible devices or direct costs associated with accessing the internet.

All library-owned computers with internet access **must be filtered** when using federal funds to purchase internet accessible devices or costs directly associated with accessing the internet. For example:

- Computers (laptops, desktops, Chromebooks, tablets) for checkout or for use in the library
- Smartboards
- Smart TVs

- Hotspots with data plans to be used within the library (the hotspots themselves **do not** have to be filtered)

Library-owned computers with internet access need **not** be filtered when using federal funds to purchase infrastructure to provide internet on library grounds or storage for internet-accessible devices. For example:

- Hotspots without a data plan (the data plan must be purchased separately using non-federal funds)
- Wireless access points and routers
- Cabling
- Cases and storage carts
- Computer peripherals (mice, monitors, keyboards)
- Meeting room peripherals like projectors, televisions (non-smart TVs), or speakers

Note that for CIPA compliance, libraries are required to block images that are obscene, contain child pornography, or are harmful to minors on all library-owned, internet-connected computers, and to have an internet safety policy that has been approved at a public meeting. The filter can be turned off by an authorized library staff member for adult library users (17 and older) for lawful purposes.

Partnerships and Collaborations

IMLS defines a *partner* in the [State Program Report \(SPR\) Reporting System User Documentation – State Library Administrative Agency View](#) as, “A cooperating institution, designated through a formal agreement that contributes material resources (i.e., materials, funds, staff) to the activity.” IMLS provides the example of a statewide training, in which staff from several library systems attend is not considered a partnership between the DPI and the systems, but if the DPI worked with the University of Wisconsin–Madison, who agreed to provide their facilities to host the training, that would be considered a partnership. There are many opportunities to collaborate on LSTA projects, but not all collaborations are partnerships per the IMLS definition.

IMLS considers partnerships official when there is a formal agreement between the grant applicant and another institution and a contribution of material resources. An agreement may come in the form of a signed letter stating the intent of member librarians to offer a program to library users, financial support, or in-kind contribution of staff to teach a workshop or deliver a presentation. The formal agreement should include a clear understanding of the responsibilities expected from each institution.

Grants are offered to a single fiscal agent. Any project that includes the distribution of funds or shared activities with additional entities must have a formal partnership agreement. This is an [example of a written memorandum of understanding](#) and can be modified to formalize a project partnership.

For fiscal relationships, allocating funds to member libraries requires greater documentation of accountability in the LSTA application and final evaluation. For example, library system staff, as grant administrators, need to provide information to member libraries about their responsibility in

agreeing to accept funds. IMLS requires each recipient of funds to describe the impact of the federal funds on its community. Each library or organization receiving and expending LSTA money must report the use of the LSTA funds and the outcomes of the project to the original recipient of the grant award.

Grant File Retention Requirements

Records relating to any awarded LSTA 2021 grants must be retained by the grant subrecipient through December 31, 2026. Records for LSTA 2021 grants would include the grant application, Notice of Federal Grant Subaward, reimbursement claims, receipts and invoices supporting the reimbursement claims, and grant evaluation reports. Access to these grant records must be made available to the DPI if requested. If an audit occurs during the fiscal year of LSTA activities, this may extend the records retention period for three years following the resolution of an audit. Refer to the [Records Retention Schedule](#) provided by IMLS for more information.

Federal Funding Exclusions List

In rare cases, a vendor, manufacturer, or service provider may be excluded from the ability to receive federal funding on grants. As LSTA is a federally funded program, any business listed on the federal exclusions list is not eligible to receive federal grants.

The federal exclusions list can be accessed on the [SAM.gov Exclusions page](#). To search for any business that may be on the exclusions list, enter the name of the business into the search box. If the business is listed, then they are excluded from receiving federal funding and cannot receive any of the grant funding for the LSTA grant. In this case, the grant subrecipient would need to find a different vendor or service provider to work with on the grant. If the organization is not listed, then the organization is not excluded from receiving federal funding and the grant subrecipient is free to use grant funding to purchase items or services in alignment with their LSTA grant application.

Eligible Entities

Eligible entities are Wisconsin public libraries that are legally established as a public library under Wis. Stat. § 43 and Wisconsin public library systems. A public library system may act as a fiscal agent for an eligible public library or libraries. Eligible entities may also apply as a consortium of libraries or library systems. Refer to the Allocation and Eligibility section of each LSTA project category to review eligible entities for each specific grant category.

What does it mean to be a fiscal agent on a grant?

A fiscal agent on an LSTA grant has several responsibilities as part of an LSTA grant. A fiscal agent's responsibilities include:

1. Submitting the application to apply for LSTA funds.
2. Maintaining invoices and submitting reimbursement claims. If part of a consortium, this may require coordinating the submittal of one reimbursement claim to the DPI.
3. Receiving checks for reimbursement claims.

4. Consolidating any information necessary to report on grant project activities. If part of a consortium, this may require coordinating the submittal of information to the DPI into one project report.

DUNS Numbers

Wisconsin public libraries and public library systems must have a unique entity identifier (currently provided by Dun & Bradstreet as a DUNS number through April 4, 2022) and be set up in the DPI's online aids banking system to receive funds. If a library is not set up to receive funds directly from the DPI, the library may apply as a participating member of a consortium, but it cannot be the fiscal agent for the consortium. Public library systems are encouraged to act as fiscal agents for LSTA funding as all systems are already set up with DUNS numbers and the DPI aids banking.

Unique Entity Identifier (UEI) Transition

The requirement for institutions to have a DUNS number in order to receive federal funds is changing on April 4, 2022. To receive federal funds as a federal grant subrecipient after April 4, 2022, a library or system must have a Unique Entity Identifier (UEI). Libraries or systems that intend to receive federal grant subawards (i.e., LSTA grant funding) after April 4, 2022, should use the System for Award Management (SAM) at [SAM.gov](https://sam.gov) to obtain a UEI. The DUNS number is still the authoritative unique entity identifier used by the federal government until April 4, 2022.

Libraries and systems can request a UEI through SAM.gov without needing to complete a full entity registration process. The SAM.gov website includes helpful resources on the [Getting Started with Registration](#) page which includes step by step instructions and a list of materials and information needed. On November 3, 2021, the U.S. General Services Administration held a webinar on [Getting a Unique Entity ID \(SAM\)](#) which walks through the process to request a UEI for a grant subrecipient.

To check library or system entity registration status, visit the [SAM.gov Status Tracker](#). A login with a SAM.gov account is required to view entity registration status.

DPI Aids Banking Setup

Any LSTA applicants that have not registered banking information with the DPI must do so before the DPI will issue a federal grant subaward or approve claims for reimbursement. This process may take several months, so the DPI recommends starting this process as soon as an agency decides to apply for an LSTA grant. Contact Jacqueline Jordee, Accountant, at jacqueline.jordee@dpi.wi.gov or call (608) 267-9134 for more information regarding DPI aids banking.

Project Budgeting and Expenses

Grant Period Time Frame

When planning out a budget and activities to be completed as part of the grant, it is important that the expenses align with the time frame of the grant. All project expenses must be incurred within the grant period which typically runs July 1 through June 30 of the next year. This means that expenses must be billed and paid for within the grant period. Any salary expenses must be incurred between the start and end date of the grant and no time can be reimbursed past the grant end date.

Allowable Costs

Ensuring costs charged back to a federal award are allowable is important in the planning and implementation of projects. Disregard of allowable costs might affect project status or out-of-pocket costs for a grantee.

LSTA allowable expenses must be directly related and necessary to carry out one or more of the goals and objectives identified in the [LSTA Five-Year State Plan](#). In addition, it must be reasonable and not specifically disallowed by the state or local laws, or regulations. The [DPI's Allowable Cost Checklist for Federal Funds](#) provides a list of questions to ask in determining if a cost is allowable. The DPI follows the Code of Federal Regulations [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Title 2 Subtitle A Chapter II Part 200 Subpart E\)](#), which has more details regarding allowable costs.

[Allowable cost examples](#) for LSTA projects include, but are not limited to:

- Salaries, wages, fringe benefits (must fall within the grant period and cannot extend past the grant end date)
- Travel costs (mileage, lodging, airplane expenses)
- Materials and supplies (specific attention should be given to purchases of internet-accessible devices)
- Consultant fees
- Supplies
- Food (if obtained in conjunction with training to achieve one of the project purposes. The cost must be reasonable and necessary to achieve project goals. A working lunch would be required where food was consumed while actively working on grant project activities. In most cases, use local funds for food expenses.)
- Performance costs (only if the performance is primarily for educational purposes)
- Marketing costs related to promoting services to underserved populations or LSTA project specific marketing (marketing the library in general is not an allowable cost)

Unallowable Costs

- Purchase of internet filtering software
- Marketing and public relations of general library services
- Meetings, conventions for non-LSTA grant activities

- Membership fees to organizations (i.e., American Library Association, Public Library Association, Wisconsin Library Association, Wisconsin Educational Media & Technology Association)
- Memorabilia or any kind of promotional items
- Gifts, souvenirs, t-shirts, temporary tattoos, toys, stickers, candy
- Parties, games, coloring books
- Incentives and motivators (i.e., rewards, prizes)
- Lobbying or advocacy activities (i.e., attempt to influence government decision-making)
- Construction expenditures (i.e., work involving the usual construction trades like carpentry, major electrical work, concrete pouring, tearing out walls, or major structural changes to the library space)
 - Library renovations including drive-thrus/walk-up windows
 - Solar panels/electric vehicle charging stations/LEED certified renovations
 - Ramps for accessibility upgrades
 - Water bottle filling stations
- General library maintenance expenses (carpet replacement, duct cleaning)

The DPI recommends libraries partner with local businesses and organizations to cover the cost of promotional materials. For more information about allowable and unallowable costs, visit the [FAQ page](#).

Equipment Costs

Equipment requests for items that cost \$5,000 or more per-unit must be pre-approved by the DPI and by IMLS prior to grant subaward. The equipment approval request form must be submitted along with the grant application to work through the IMLS equipment approval request process prior to grant subaward. If purchased items do not have a unit cost equal to or over \$5,000, then the equipment approval request form will not be necessary.

For any equipment with a unit cost over \$5,000, grant applicants must fill out the [LSTA Equipment Approval Request form](#). To complete the form, include the exact price of the equipment, the make/model or information on that specific equipment (a quote, website link, or model number will suffice), and a detailed explanation of why the equipment is necessary and reasonable to complete the LSTA project. Additional information pertaining to the equipment request can be submitted in the form submission email.

One form will need to be filled out for each piece of equipment over \$5,000 since each individual item will need to be approved by IMLS prior to funding. The unit cost does not include any item shipping/freight expenses or taxes (likely will not apply for tax-exempt organizations).

Budget and Activity Changes

The DPI notifies grant subrecipients if the submitted budget within the application requires a change before the federal grant subaward is issued. If the grant subaward does not include any special conditions, the budget is approved as stated in the original application. During the project performance period, changes to an approved grant budget must be approved by the DPI.

Expending the Full Grant Award

The grant subrecipient should contact the DPI (via LibraryReport@dpi.wi.gov) if it becomes evident the full grant subaward amount is not going to be expended by end of grant period. DPI staff may also be able to help strategize how to expend funds following the initial intent of the grant application. If a budget revision is needed, DPI staff will be able to walk the grant subrecipient through the budget revision process.

LSTA Grant Application Instructions

WISEgrants

All LSTA 2021 grants will use WISEgrants to submit a grant application, do any necessary budget revisions during the grant period, and submit claims for grant reimbursement. All awarded subrecipients will receive training on use of WISEgrants. More information on WISEgrants will be provided at a later time.

Application Review and Notification

The DPI reviews grant applications following the application deadline. Non-competitive categories are restricted to a specific agency or agencies, with funds distributed among the eligible projects. These projects are reviewed by Division for Libraries and Technology staff.

The State Superintendent reviews recommendations for funding from Division staff, and makes a final determination regarding all grant applications, both non-competitive and competitive. The DPI then notifies all applicants if projects will be funded. Funding is dependent on LSTA funding appropriation by the U.S. Congress.

If projects are selected for funding, grantees may be required to attend a virtual information session offered shortly after the grant notifications are issued.

Claiming Reimbursement

Disbursement of grant funds is done on a reimbursement basis. This means the grant recipient makes purchases using local funds and then submits a claim for reimbursement through WISEgrants. After the claim has been reviewed by the DPI staff, the LSTA funds are directly deposited to a bank account established by the grantee following approval of the form by the DPI. The DPI recommends grant subrecipients submit claims at least quarterly during the grant period. Direct all questions regarding financial claims to the DPI's LSTA accountant, Mark Rudman, at mark.rudman@dpi.wi.gov or (608) 267-9187. Recipients must complete grant activities and encumber expenses by the end date on the notification of federal grant subaward. The grantee maintains all receipts for purchases.

Note: More information on how to submit a claim in WISEgrants will be provided to grantees in future communications.

Indirect Cost Rate

An indirect cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization.

Indirect costs must be budgeted within the specific dollar amount awarded in the LSTA grant. The awarded agency cannot budget indirect costs in excess of the grant award amount.

Applicant agencies can choose to budget indirect costs using one of the following methods:

- **Use a current indirect cost rate already negotiated with a federal agency; or use an indirect cost rate proposed to a federal agency but not yet approved.** Federally negotiated indirect cost rates are negotiated agreements between federal agencies and nonprofit organizations. If the applicant agency already has an existing negotiated indirect cost rate in effect with another federal agency, the agency may use this rate to calculate total project costs and apply the rate in accordance with the terms of the negotiated agreement. A copy of the negotiation agreement will be required as a condition of a grant subaward. The DPI will only accept federally negotiated indirect cost rates that are current at the time awards are announced. The applicant agency must notify the DPI when using a federally negotiated indirect cost rate.
- **Use a de minimis rate not to exceed 10% of modified total direct costs (MTDC)** if the agency has never had a federally negotiated indirect cost rate and is not subject to other requirements (e.g., for states and local governments, and Native American tribes). MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first \$25,000 of each subaward or subcontract. MTDC excludes equipment, capital expenditures, rental costs, tuition remission, scholarships and fellowships, participant support costs, and the portion of each subaward and subcontract in excess of \$25,000. If the agency chooses to use this rate, the agency must exclude from the budget all indirect-cost-type items, such as general telephone service, postage, office supplies and office space expenses, and administrative or financial operations for the applicant's entire organization. If the agency is eligible and has never had a federally negotiated indirect cost rate, the agency may use this rate with no additional documentation required.
- **Not include any indirect costs** (allowing more of granted funds to be used toward actual project costs).

The following example of how to budget indirect costs is from the *DPI Local Educational Agency (LEA) Indirect Cost Plan July 1, 2017 - June 30, 2022*, available on the [School Management Services team Indirect Cost Information page](#). This calculation is applicable to public libraries and public library systems in addition to LEAs.

Sum 100% (1.0) + 10% (de minimis rate) (0.1) = 1.1

Grant Award Amount \$10,000 / Sum + Indirect (above) 1.1 = MTDC \$9,090.91

Direct Cost	\$9,090.91		Direct Cost	\$9,090.91
Indirect Cost Rate	$\times \frac{.1}{.1}$	Check →	Indirect Cost	$+ \frac{\$909.09}{.1}$
Indirect Cost	\$909.09		Total Grant Award	\$10,000.00

Contact LibraryReport@dpi.wi.gov to ask additional questions or request more information.

Reporting Requirements

Mid-Project Check-in

Each LSTA grant project requires a mid-project check-in to ensure that grant activities are in progress and provides an opportunity to discuss any issues or anticipated problems that arise during the grant period. If any issues come up during the grant period that may impact grant reimbursement or completion of grant activities, DPI requests grant subrecipients inform DPI staff immediately.

A check-in email will be sent from a DPI staff member near the end of March 2022 requesting the information below from the grant subrecipient:

- A short update on progress in achieving project activities and an opportunity to share grant progress through DPI communications channels (i.e., a post on [Wisconsin Libraries for Everyone](#) blog);
- LSTA reimbursement claim status (i.e., how much money has been expended to date, any anticipated changes that would impact total amount of money being reimbursed at end of grant with a specific focus on money that will not be expended by end of grant period);
- Any changes to the staff assigned to the project and updated contact information; and
- Any problems that have arisen in implementing the grant as well as requests for assistance from the DPI.

Final Project Reporting

Each recipient of LSTA funds must complete a [final report](#) on the project. A link to the reporting form for the grant will be provided to the subgrantee at the time of subaward as a Google Doc. Reports are due 45 days after the end date of the grant, which is August 15, 2022.

To submit the report, email a copy of the completed report to LibraryReport@dpi.wi.gov or send an email indicating the form has been completed at the provided Google Doc link. Questions on the reporting form can be emailed to LibraryReport@dpi.wi.gov.

Project Reporting Additional Materials

The DPI and IMLS are eager to see and share details regarding your projects to demonstrate the value of public libraries in their communities and to inform the public how their investment in public libraries was utilized. Send additional materials providing context to the project or the project's outcome such as images, promotional materials, website links, feedback received, survey results, staff and library user stories about the project, press releases, and news articles to LibraryReport@dpi.wi.gov. If shared with the Division for Libraries and Technology, additional

materials may be shared publicly (e.g., social media, newsletters) and with IMLS unless otherwise indicated. Be sure to include the library's name and location with any materials sent.

LSTA Grant Categories

As LSTA grant opportunities become available, the opportunities to apply will be messaged directly to eligible entities and listed below. More may be added throughout the course of a fiscal year as funds allow.

Statewide Backup and Digitization Archives

The Statewide Backup and Digitization Archives grant is intended to provide a secure and redundant storage solution accessible by public library system IT staff. In addition, the grant will provide storage of archival copies of digitized materials and associated metadata made available through Recollection Wisconsin.

Application

Use WISEgrants to apply for the Statewide Backup and Digitization Archives grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The IFLS Library System is the only eligible entity to apply for the Recollection Wisconsin Support and Statewide Backup and Digitization Archives grant.

Eligible Wisconsin Public Library System	Total Allocation
IFLS Library System	Up to \$332,409.00
Total	Up to \$332,409.00

General Stipulations for the Statewide Backup and Digitization Archives grant

- Items housed in the digitization archives must be items harvested through Recollection Wisconsin
- Governance and decision making will rest with the Backup Collaboration Project Steering Committee and Digitization Collaboration Project Steering Committee as established by the Wisconsin Public Library Consortium
- The above-mentioned Steering Committees will be required to complete mid-project and end-of-project reporting
- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve library operations
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

2021 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid

The sparsity aids category of funds is available to systems experiencing funding challenges due to population sparsity and geography. Individual systems may apply for the supplemental sparsity funds to assist with technology needs or apply the funds to a collaborative project. In addition, some or all of the sparsity funds may be applied to offset delivery costs for that system or its member libraries (this is the only exception where funds within this category may offset already established operating costs). Funds may be requested up to a maximum amount per system determined by the formula outlined in the [2021 worksheet LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid](#).

Application

Apply for a 2021 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid grant through WISEgrants. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants. Multiple system allocations can be combined to perform a collaborative project.

Eligible Entities and Distribution

The [2021 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid Distribution spreadsheet](#) details the allocation amounts generated by each Wisconsin public library and system, the sums and averages by county, and the sums and averages by system. The table below outlines the total LSTA aid amounts for each system.

Eligible Wisconsin Public Library Systems	Total Allocation
IFLS Library System	\$31,404
Manitowoc-Calumet Library System	\$15,096
Nicolet Federated Library System	\$26,519
Northern Waters Library Service	\$40,681
Outagamie Waupaca Library System	\$4,167
South Central Library System	\$10,143
Southwest Wisconsin Library System	\$36,988
Winding Rivers Library System	\$32,534
Winnefox Library System	\$16,063
Wisconsin Valley Library Service	\$36,405
Total	\$250,000.00

General Stipulations for the 2021 LSTA Increase Capacity for Technology Tools and Resources Sparsity Aid grant

- Grants must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grants shall improve users' ability to obtain and/or use information resources
- Funds may be used to underwrite startup costs for new services that can subsequently be sustained without the continued use of LSTA funding
- Any system receiving funds will be required to complete mid-project and end-of-project reporting
- Funds shall **not** be used for licensing products or platforms in categories already provided by the DPI
- Funds shall **not** be used for ongoing operational costs (delivery is the only exception), or already established system or member Overdrive or Advantage accounts
- Applicants shall expend subaward funds by June 30, 2022
- Applicants shall submit the final report and claim for reimbursement by August 15, 2022

Statewide Delivery Service

The funds for this grant support the Public Library Systems' share of the cost of the delivery service provided by the South Central Library System. This service connects the 16 systems to allow libraries across the state to efficiently send and receive materials they share with each other to fulfill patron requests. In addition to supporting operational costs, these funds provide resource flexibility for public library systems as they plan for future service improvements and establish a new statewide delivery governance structure.

Application

Use WISEgrants to apply for the Statewide Delivery Service grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The South Central Library System is the only eligible entity to apply for the Statewide Delivery Service grant.

Eligible Wisconsin Public Library System	Total Allocation
South Central Library System	\$198,930.00
Total	\$198,930.00

General Stipulations for the Statewide Delivery Service grant

- Funds are for delivery service expenses for 2021 for statewide delivery to public library systems
- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

WPLC Statewide Collection Support

The funds for this grant provide financial support for statewide digital library content. This may include e-books, audiobooks, magazines, and other electronic collections. The Wisconsin Public Library Consortium (WPLC) manages the Wisconsin Digital Library, which is available to all Wisconsin residents with a public library card.

Application

Use WISEgrants to apply for the WPLC Statewide Collection Support grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

A library system is the only eligible entity to apply for the WPLC Statewide Collection Support grant.

Eligible Applicant	Total Allocation
Wisconsin Public Library System	Up to \$100,000.00
Total	Up to \$100,000.00

General Stipulations for the WPLC Statewide Collection Support grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Reading Engagement Tool for School Libraries

The DPI and the Wisconsin Valley Library Service partnered in this effort, encouraging Wisconsin public libraries to increase collaborative connections with public school libraries to promote reading engagement through building a culture of reading. A contract for July 2021 through April 2023 was coordinated for statewide access to the software platform Beanstack, which specializes in providing reading challenges, accessible through the web and a mobile app, for all grade levels, customizable for individual school districts. Students will be able to connect their school accounts with their public library accounts, which have been created through a separate LSTA contract.

Application

Use WISEgrants to apply for the Reading Engagement Tool for School Libraries grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The Wisconsin Valley Library Service is the only eligible entity to apply for the Reading Engagement Tool for School Libraries grant.

Eligible Wisconsin Public Library System	Total Allocation
Wisconsin Valley Library Service	\$266,609.00
Total	\$266,609.00

General Stipulations for the Reading Engagement Tool for School Libraries grant

- Participating districts are required to run this as a school library program under the direction of a licensed library media specialist in their district
- Zoobean, the supplier of Beanstack, will designate a dedicated Wisconsin school success manager who will provide a turnkey implementation process for districts and meet regularly with the DPI school library consultant
- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve users' ability to obtain and/or use information resources
- Applicant encouraged to include costs for marketing the LSTA grant and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Public System Merger Guide

The Arrowhead and Lakeshores Library Systems are actively exploring a merger of their two systems, with the exploration process starting in December of 2021. This grant category exists to support the costs of this process and develop a model to use LSTA funds in the future to support activities related to systems exploring a path to potentially merge.

Application

Use WISEgrants to apply for the Public System Merger Guide grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The Lakeshores Library System is the only eligible entity to apply for the Public System Merger Guide grant.

Eligible Wisconsin Public Library System	Total Allocation
Lakeshores Library System	\$15,000.00
Total	\$15,000.00

General Stipulations for the Public System Merger Guide grant

- Costs of the grant must be related to exploring a merger of the two systems, including any contracting for outside facilitation and consulting assistance to lead the process
- The project participants will meet with the DPI on a regular basis during the grant to share information about the exploration process to help with the development of a system merger guide
- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve library operations
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Professional Learning Scholarships Pilot

The funds for this grant will provide financial support in the form of scholarships to expand access and promote equity in professional learning opportunities for public library and system staff. These scholarships are intended to help reduce barriers to professional learning among staff at all libraries in Wisconsin. Professional learning can take many forms and include virtual or in-person conference or training attendance, in-service staff trainings, or offsetting staff time. Funds may be requested up to a maximum amount per system determined by the formula outlined in the [2021 Professional Learning Scholarship Distribution Spreadsheet](#). Library systems are required to complete mid-project and end-of-project reporting.

Application

Use WISEgrants to apply for the Professional Learning Scholarships Pilot grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The [2021 Professional Learning Scholarship Distribution Spreadsheet](#) details the allocation amounts generated by each Wisconsin public library and system, the sums and averages by county, and the sums and averages by system. The table below outlines the total LSTA aid amounts for each system.

Eligible Wisconsin Public Library Systems	Total Allocation
Arrowhead Library System	\$5,429.00
Bridges Library System	\$9,450.00
IFLS Library System	\$28,997.00
Kenosha County Library System	\$4,679.00
Lakeshores Library System	\$9,101.00
Manitowoc-Calumet Library System	\$2,766.00
Milwaukee County Federated Library System	\$24,549.00
Monarch Library System	\$14,193.00
Nicolet Federated Library System	\$25,456.00
Northern Waters Library Service	\$16,495.00
Outagamie Waupaca Library System	\$8,461.00
South Central Library System	\$32,276.00

Southwest Wisconsin Library System	\$17,801.00
Winding Rivers Library System	\$27,948.00
Winnefox Library System	\$18,572.00
Wisconsin Valley Library Service	\$28,827.00
Total	\$275,000.00

General Stipulations for the Professional Learning Scholarships Pilot grant

- Grants must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grants shall improve the library workforce
- Grants shall provide financial support for library workers to engage in professional learning activities including virtual or in-person conference or training attendance, in-service staff trainings, or offsetting staff time
- Applicants encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicants shall expend subaward funds by June 30, 2022
- Applicants shall submit the final report and claim for reimbursement by August 15, 2022

Wisconsin Trustee Training Week

The Wisconsin Trustee Training Week project provides support for high-quality webinars to public library boards, library friends groups, and trustees in Wisconsin. The virtual, week-long webinar series is free to participants, and all webinars are recorded and made available year-round.

Application

Use WISEgrants to apply for the Wisconsin Trustee Training Week grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The South Central Library System is the only eligible entity to apply for the Wisconsin Trustee Training Week grant.

Eligible Wisconsin Public Library System	Total Allocation
South Central Library System	\$2,000.00
Total	\$2,000.00

General Stipulations for the Wisconsin Trustee Training Week grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve library operations
- Grant shall allow for free attendance and be recorded for year-round viewing
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Wild Wisconsin Winter Web Conference

The funds for this grant will provide financial support to the Wild Wisconsin Winter Web Conference, a state-wide virtual conference developed and supported by all 16 of Wisconsin's regional public library systems.

Application

Use WISEgrants to apply for the Wild Wisconsin Winter Web Conference grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The Wisconsin Valley Library Service is the only eligible entity to apply for the Wild Wisconsin Winter Web Conference grant.

Eligible Wisconsin Public Library System	Total Allocation
Wisconsin Valley Library Service	\$2,000.00
Total	\$2,000.00

General Stipulations for the Wild Wisconsin Winter Web Conference grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve the library workforce
- Grant shall allow for free attendance and be recorded for year-round viewing
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Library Marketing Plan

The Library Marketing Plan grant will provide support to libraries statewide in creating and implementing an advertising strategy. Additionally, it will provide support to public libraries to create a plan to market a specific service, product, or collection to put this learning into practice.

Application

Use WISEgrants to apply for the Library Marketing Plan grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The Wisconsin Valley Library Service is the only eligible entity to apply for the Library Marketing Plan grant.

Eligible Wisconsin Public Library System	Total Allocation
Wisconsin Valley Library Service	\$20,000.00
Total	\$20,000.00

General Stipulations for the Library Marketing Plan grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve the library workforce
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Community Engagement Statewide Training

As part of the [2018-2022 Five Year LSTA Plan for Wisconsin](#) (Goal 4: Stronger engagement of public libraries with their communities and utilization of data to actively adapt to community needs), the DPI's Division for Libraries and Technology allocates funding for a grant to the Winding Rivers Library System. The purpose of the grant is to contract with community engagement consultants who will provide training and resources to facilitate the effective community engagement practices of libraries with their local communities.

The statewide Wisconsin Libraries Transforming Communities (WLTC) community engagement training cohort contains 36 coaches and team members from 14 counties representing 12 library systems and supports training directly in 12 Wisconsin communities. For a visual representation, please see the [Wisconsin Libraries Transforming Communities cohort map](#).

The statewide Engaged Leadership Academy (ELA) cohort contains 20 library staff members from 14 counties in 12 library systems and provides leadership training with a focus in community engagement.

For more information, please visit the [Wisconsin Libraries Transforming Communities page](#).

Application

Use WISEgrants to apply for the Community Engagement Statewide Training grants. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The Winding Rivers Library System is the only eligible entity to apply for the Community Engagement Statewide Training grants.

Winding Rivers Library System	Total Allocation
WLTC Wrap Up Project	\$48,450.00
Engaged Leadership Academy/Institute	\$24,850.00
Total	\$73,300.00

General Stipulations for the Community Engagement Statewide Training grants

- Grants must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grants shall improve users' ability to participate in their community
- Funds shall be used for community engagement consultants who will provide community engagement training for a cohort of selected applicants over the remainder of the 18-month period of WLTC and 10-week period of ELA, and associated administrative costs

- Applicants encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicants shall expend subaward funds by June 30, 2022
- Applicants shall submit the final report and claim for reimbursement by August 15, 2022

Inclusivity, Diversity, Equity in Action (IDEA) Project

The funds for this grant will provide financial support for a statewide, collaborative effort to provide resources and conversation aimed at Wisconsin library staff related to inclusivity, diversity, and equity. The IDEA project will inform participants on strategies and techniques to extend this learning to additional library staff and the communities they serve.

Application

Use WISEgrants to apply for the IDEA Project grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The IFLS Library System is the only eligible entity to apply for the IDEA Project grant.

Eligible Wisconsin Public Library System	Total Allocation
IFLS Library System	\$34,000.00
Total	\$34,000.00

General Stipulations for the Project IDEA grant

- Website hosting and maintenance expenses are allowable if expenses are incurred within grant period. Follow the guidelines surrounding [Website Development, Maintenance, and Hosting](#)
- Grant must follow [IMLS Acknowledgement](#) guidelines
- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve the library workforce
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022

Librarian’s Guide to Homelessness Training

The funds for this grant will provide statewide access to a formal, online training for public library workers on confidently and compassionately supporting library users who are experiencing homelessness. This training provided by Ryan Dowd is ongoing and open to all public library workers in Wisconsin. For more information, please visit the [Librarian’s Guide to Homelessness](#) training website.

Application

Use WISEgrants to apply for the Librarian’s Guide to Homelessness Training grant. WISEgrants applications and instructions will be forthcoming. The application deadline will be shared at a later date depending on the transition to WISEgrants.

Allocations and Eligibility

The Manitowoc-Calumet Library System is the only eligible entity to apply for the Librarian’s Guide to Homelessness Training grant.

Eligible Wisconsin Public Library System	Total Allocation
Manitowoc-Calumet Library System	\$20,000.00
Total	\$20,000.00

General Stipulations for the Librarian’s Guide to Homelessness Training grant

- Grant must tie back to at least one of the goals in the [LSTA Five-Year Plan for Wisconsin 2018-2022](#)
- Grant shall improve the library workforce
- Applicant encouraged to include costs for marketing the LSTA project and administrative overhead to carry out the project
- Applicant shall expend subaward funds by June 30, 2022
- Applicant shall submit the final report and claim for reimbursement by August 15, 2022