The Library of Congress

Of the People: Widening the Path:

Connecting Communities Digital Initiative – Libraries, Archives and Museums

Notice of Funding Opportunity 030ADV23R0035 – Year 3

May 17, 2023

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A. PROGRAM DESCRIPTION

The Library of Congress is excited to announce a Notice of Funding Opportunity (Notice) to make three awards for up to $70,000 each in support of libraries, archives and museums. The Library will provide financial support to enable libraries, archives and museums to use Library of Congress digital materials to create projects that center one or more of the following groups Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islander, and/or other communities of color in the United States. For this Notice, the United States includes all 50 U.S. states, the District of Columbia, Puerto Rico, Northern Mariana Islands, Guam, American Samoa, and U.S. Virgin Islands.

Please note that the resulting award will be subject to the Library of Congress Regulation (LCR) 7-310 (Grants and Cooperative Agreements) and provisions of 2 CFR 200 (Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards) as indicated.

A.1 Background

About the Library of Congress

The Library of Congress, located in the Capitol Hill neighborhood in Washington, D.C., is the largest library in the world, with millions of books, recordings, photographs, newspapers, maps and manuscripts, and more. The Library has three main buildings on Capitol Hill in Washington D.C. (Adams, Jefferson and Madison), which house physical collections, reading rooms, exhibition spaces, auditoriums and offices, as well as an office on Taylor Street, Washington DC (National Library Service for the Blind and Print Disabled – NLS) and the Packard Campus for Audio-Visual Conservation in Culpeper, Virginia.

The Library's mission is to engage, inspire, and inform Congress and the American people with a universal and enduring source of knowledge and creativity. For decades, the Library has dedicated significant resources to digitizing its collections and, more recently, collecting materials that are already digital, such as websites, memes, emails and computer programs. The Library's website is the central site for finding digital collections. Research guides on specific subjects can be found at guides.loc.gov. For more ways to connect with the Library of Congress via social and other media, visit loc.gov/connect.

About the Connecting Communities Digital Initiative

Connecting Communities Digital Initiative (CCDI) is part of Of the People: Widening the Path, a multi-year initiative that creates new opportunities for more Americans to engage with the Library of Congress. Through CCDI, the Library of Congress intends to fund three programs: Libraries, Archives and Museums; Higher Education Institutions; and Artist or Scholar in Residence. The Notices for the Artist or Scholar in Residence (030ADV23R0033) and Higher Education Institutions (030ADV23R0034) can be found on grants.gov.

A.2 Purpose

The purpose of this CCDI program is to expand the connections between the Library of Congress and libraries, archives and museums. Successful applicants should make use of

Library of Congress digital collections and materials to create projects that center one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islander, and/or other communities of color. We welcome projects that explore gender, sexuality, class, color, ability, and more among one or more of the above groups.

The Library invites applicants to think creatively and broadly about how they can reuse and remix the Library's digital materials.

The following list of examples is meant to inspire and not limit the possibilities for what project proposals might include:

- A **small house museum** proposes to create a small digital exhibit for their gallery to showcase collections and materials from the Library of Congress, from their own collections, and from participants invited to add their own digital collections to the exhibit;

- A **public library** proposes to expand their local database on the history of a group or groups in their locale by including Library of Congress materials;

- A **neighborhood or community archive** proposes to gather oral histories from neighbors to match those oral histories with digitized historical maps from the Sanborn Maps, telephone directories from U.S. Telephone Directory Collection, and newspapers from Chronicling America;

- A **digital archive** proposes to create and archive daily tweets for one year highlighting Library materials relating to a group or a set of groups and develop a toolkit reflecting their process;

- A **historical association** proposes to create a collection of historic photographs combining Library of Congress and local collections, and invites the public to identify the people and sites in the photographs. This project could also include providing digital space to collect stories related to the photographs;

- A **local museum proposes to collaborate with a documentary filmmaker** in order to collect visual and manuscript materials from the Library's collections relating to a particular group and incorporates oral histories and verbal traditions from group members into a film;

- Local historical society works with a family historian to trace a family's story through the use of Library of Congress newspapers, manuscripts, and photographic collections, combined with local collections;

- A **museum** proposes to research movies set in their locale from the Library of Congress' Moving Image Research Center and reproduce the movie posters for an exhibit;

- A **librarian working with a teen club** proposes to pull materials from the Library of Congress so that the club members can make graphic novels and zines;

- A **museum's social media team** proposes to use Library of Congress materials to create a podcast;

- An **affinity group at a public library** proposes to use Library of Congress materials to create online reader guides for their book club;

- A **community archive** proposes to create an Instagram Live series that includes linked resources from the Library of Congress;

- A **museum** proposes to create an app interface that combines its own materials and Library of Congress materials in order to create a real-time tour of historic sites; and

- A **public library** proposes to plan a series of outdoor events for young people to create music and dances on TikTok using music from the Library's Citizen DJ project.

- A **public library** proposes to develop and host a series of artistic performances developed by community members and inspired by Library of Congress materials

- A **museum** proposes to support artists who use Library materials in the creation and performance of musical works highlighting local historical events

A.3 Program Expectations and Deliverables

Primary Program Expectations

- A completed project;
- Participation in a cohort with other CCDI and Of the People awardees; and
- Attendance at virtual and/or in-person meetings (including a summer symposium). In-person attendance is not required. For applicants who plan to attend in-person, they should include travel expenses to Washington, D.C. for two (2) days in the Travel section of the Budget Plan Workbook and Budget Narrative. See Section D.5.2.1 below.

Deliverables

- Regular award reporting as described in Section F below.

A.4 Overview of Selection Process

The Library will use a panel review process to evaluate all eligible and complete applications, as described in Section E below. Panelists are professionals in the Library and/or field with relevant knowledge and expertise in the types of project activities identified in the applications. The selecting official will review panel recommendations and make final funding decisions consistent with the purposes of the program's mission and goals.

- Applications not received by the deadline specified in this Notice will not be reviewed.
- Incomplete applications that do not include all required documents will not be reviewed.
- Applications submitted by applicants that do not meet eligibility requirements listed in Section C, will not be reviewed.

B. FEDERAL AWARD INFORMATION

Federal Agency Name:	Library of Congress (Library)
Opportunity Title	Of the People: Widening the Path: *Connecting Communities Digital Initiative – Libraries, Archives, and Museums*
Opportunity Number	030ADV23R0035
Period of Performance	12 months
Optional Review of Draft Proposal Narratives Deadline	June 30, 2023 at 2:00 PM Eastern Time
Optional Review of Draft Proposal Narratives Feedback Deadline	July 30, 2023 at 2:00 PM Eastern Time
Proposal Submission Deadline	September 7, 2023 at 2:00 PM Eastern Time
Questions Submission Deadline	August 25, 2023 at 2:00 PM Eastern Time
Expected Start Date:	Not before 12/12/2023. Not after 12/31/2023.
Estimated Funds Available and Number of Awards	The Library's intention is to make up to three cooperative agreement awards of up to $70,000 each. Actual awards may be less than $70,000. The Library may choose to make no awards or more than three awards.
Funding Instrument Type	Cooperative Agreement

The Library reserves the right to select for award any, all, part, or none of the proposals received in response to this Notice. Additionally, the Library may modify the schedule or program areas by amending this Notice. The amendments will be posted in the same space as this Notice. It is the responsibility of the applicant to be aware of the amendments by regularly checking the website.

Applicants cannot recover expenses for proposal/application preparation or submission from any awards resulting from this Notice.

C. ELIGIBILITY INFORMATION

C.1. Eligible applicants must be

- Libraries, Archives or Museums (Organizations);

- A not-for-profit U.S. Organization, unit of state or local government or federally recognized tribal community or tribe. (Note: 501(c)(3) status is **not** required in order to apply);
- Based in any of the 50 U.S. states, the District of Columbia, territories, and commonwealths (Puerto Rico, Northern Mariana Islands, Guam, American Samoa, U.S. Virgin Islands);
- Proposing a project to be conducted within the United States or U.S. commonwealth or territory.

C.2 Other Eligibility Information

- The Organization shall not submit more than one application under this announcement.
- Libraries, Archives, and Museums, which are a legal component of a Higher Education Institution, are not eligible under this Notice and instead should apply under connected Notice #030ADV23R0034 for the Higher Education award.
- The Library will only issue an award to a single organization that meets the eligibility requirements stated in the Notice. The organization can choose to sub-contract part of the work to other organizations. However, the organization to which the award is issued is responsible for all aspects of the award, as the Library will have no contractual relationship with any other organization or contractor.
- Successful applicants cannot reapply in subsequent years for the same project.
- Late, incomplete, or ineligible applications will not be considered for funding under this Notice.
- An Organization (or if a principal member of an Organization) that has been convicted or found to be at fault in connection to the award or the performance of a Federal award or contract in the past five years may be disqualified.

The Library will notify an applicant if their application will not be reviewed due to a determination of ineligibility.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Agency Point of Contact

Miriam Grinberg Grants Management Specialist – Contracts and Grants Directorate	Email: LOC-grants@loc.gov
Library of Congress - 101 Independence Avenue, S.E., Washington DC, 20540	

D.2 Questions and Answers/Webinars

Questions and Answers

All questions relating to this Notice must be submitted via email to LOC-grants@loc.gov no later than the date stated in Section B. Applicants with problems submitting via email can

request assistance until 3:00 PM Eastern Time on September 6, 2023. The subject of each e-mail must read as follows: **Notice 030ADV23R0035 – Of the People Widening the Path: Connecting Communities Digital Initiative - 2023.**

Answers will be provided in an online Questions and Answers document hosted at https://www.loc.gov/programs/of-the-people/represent/libraries-archives-museums-application/ and questions received after the due date may not be answered.

Webinars
The Library will offer a pre-recorded webinar to share information about this Notice on the Libraries, Archives, and Museums application page. The Library will also host an online webinar to answer questions about this Notice. The webinar will be held on the following date:

- Thursday, June 8, 2023: 3pm-4pm EST, noon PST (Registration link)

All questions and answers addressed in this session will be posted on: https://www.loc.gov/programs/of-the-people/represent/libraries-archives-museums-application/.

D.3 Application Package and Submission Requirements

All submissions must be in English, submitted on the due date at the time specified in Section B above, provide budget and cost information in U.S. dollars, and meet the specifications of this Notice. See Section D.6. Email Submission Requirements for detailed information. All applications must be submitted via email as described in this Notice. Applications submitted to grants.gov will not be accepted.

By signing the SF-424 form and submitting the application documents, the applicant assures and certifies that they will comply with the policies and statutes outlined in Section. G Federal Award Administration and all related Library regulations.

Applicants should use the checklist provided with this Notice to ensure that they complete all required documents.

D.4 System for Award Management (SAM.gov) Registration

Successful applicants must be registered on SAM.gov before the award is made. Information on how to register on SAM.gov can be found on the SAM website. This process can take several weeks, so if an Organization is not already registered, it should start that process immediately. Registration is free and is required for any Organization that wants to receive any kind of federal award or contract. An award will not be given to an applicant without a completed SAM.gov registration by the time it is awarded.

D.5 Content and Format of Applications

Review all content and format information before beginning an application, referring to instructions as needed.

D.5.1 Proposal Narrative and Format

Applicants must provide a proposal narrative using the template attached to this notice. The proposal narrative (see template attached) should include a cover sheet, a narrative and appendices described below. The main body of the proposal must not be longer than 5 double-spaced pages in 11-point font. (Note: The 5-page limit does **not** include the Cover Page or Appendices.) The proposal and appendices must be combined into one file.

Applicants must submit electronic files of the proposal narrative in Microsoft Word or PDF format.

The Proposal Narrative must include the following sections:

A. Cover Page

- Working Title of proposed project.
- Applicant's name, phone number, mail and email address.
- Unique Entity ID (SAM) and/or EIN.
- Date of Submittal.

B. Proposal Narrative Details

See template provided for additional information. Applicants must complete all sections of the template.

C. Appendices

- Brief resumes for the primary people named in the proposal.
- Any additional example of prior work, relevant links and background information as applicable.
- Letter of support from senior administrator or director of the organization.
- Other information described in Section D.5.1.1 below as applicable.

D.5.1.1 Other Information – As Applicable

If any of the following circumstances are relevant to your specific circumstances, you must include certain information as an attachment to your proposal. List under "Other Information – [Insert Name of the Relevant Section]."

A) **Conflict of Interest Disclosure**

Recipients must notify the Grants Officer (GO) immediately in writing of any conflict of interest that arises during the life of their Federal award, including those reported to them by any sub-recipient under the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. The Library will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a potential conflict exists. If it does, the Library will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Library may result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including termination of the award.

B) **Finding of Fault or Convictions in Past 5 Years**

If, within the past 5 years, applicant organization or any principal has been subject to a finding of fault or conviction in any Federal or state criminal, civil, or administrative legal proceeding in connection to the award to or the performance of a Federal award or contract, then you must provide an explanation. The explanation should include information about each proceeding, namely:

- **Instrument**. This is the type of proceedings instrument, such as U.S. Federal issued contract, U.S. Federal issued award/assistance instrument, State issued contract, and State issued award.
- **State**. The state where proceeding occurred.
- **Instrument Number**. The official number of the proceeding as assigned by instrument.
- **Type of Proceeding**, i.e., Administrative, Criminal, or Civil.
- **Disposition**, either Conviction/Finding of Fault or Other acknowledgment of fault.
- **Description of the Proceeding**. A comprehensive description (approx. 500 words) of the proceeding.

C) **Overlap or Duplication of Effort Statement**
Applicants must provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. In the description, you should:

- Identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.
- Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and end the statement with "We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the Library of Congress in this application, we will immediately notify the Library of Congress point of contact identified in this Funding Opportunity in writing."

D) Single Audit Reporting Statement for Organizations Expending More than $750,000 USD in federal awards.
All U.S. state, local governments, federally recognized Indian tribal governments, and non- profit organizations expending $750,000 USD or more in Federal award funds in the applicant's fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.

U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

E) **Applications with Proprietary Data.** The Library may share award applications, work products, and reports with Library employees, external reviewers, or the general public

to further the mission of the agency. Therefore, the Library discourages inclusion of proprietary data or information in applications. However, if a proposal contains information that constitutes a trade secret, proprietary commercial or financial information, or similar confidential information, the Library will handle such information in accordance with applicable law and provided that the information is clearly marked by the applicant. Note that any funded proposal will be considered an integral part of the award and normally will be made available to the public upon request and in accordance with applicable law.

Applicants who include proprietary data must mark the cover page with the following: "This application includes marked proprietary data that must not be disclosed, duplicated, used, or disclosed for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, and disclose the data. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}." Additionally, the applicant must mark the specific data it wishes to restrict with the following: "Use or disclosure of this data is subject to the restriction on the title page of this application."

D.5.2 Budget Narrative and Plan

Applicants must complete and provide two documents for the budget. The dollar amounts in both documents must match.

1. **Budget Plan Workbook** (Excel Workbook – Attached to Notice): Applicants must complete the attached Excel Workbook (note there are Worksheets/tabs for various costs categories). Applicants must provide detailed costs for all items that will be funded under the project.

2. **Budget Narrative**: (Microsoft Word Document – Attached to Notice): Applicants must complete the attached Microsoft Word document that shows a clear connection between the required budget items in the Budget Plan Workbook and the project plan. The Budget Narrative is distinct from the Project Narrative and should not exceed four (4) pages, double-spaced and 11-point font.

D.5.2.1 Budget Items:

A) All items in the budget must be necessary to accomplish the project objective, allowable according to Federal cost principles, auditable, and incurred during the award period.

B) Applicants must explain program and administrative costs (including any cost calculations not otherwise identified) to show that project costs are reasonable and will support a successful outcome for the project.

C) The Budget Narrative should also identify any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407.

D) Dollar amount(s) referenced in Budget Plan Workbook and in the Budget Narrative should be equal.

E) Provide details and explain **Indirect Costs (if applicable)** assigned to the project. Indirect costs are expenses incurred for common or joint objectives that cannot be easily allocated to a particular project, such as centralized administrative services, utilities, general insurance,local telephone service, or the salaries of the management and administrative personnel of the organization. See 2 CFR part 200 for additional guidance. If using indirect cost rates, they may not exceed 15%. (Note: the Library of Congress does not adhere to the indirect cost rates negotiated by other federal agencies pursuant to OMB regulations).

F) Provide details and explain **Direct Costs** as described below:

Category (see 2 CFR 200.1 for specific definitions of terms used here)	**In the Budget Narrative**	**In the Budget Plan Workbook**
Salaries, Wages, and Benefits: Describe the people/positions that will be involved in the project, including their pay rates or calculation of wages and stipends.	**Project Staff** - Identify the people and/or positions (include descriptions for each position) that will be paid with project funds. Describe their role in the project, their pay rate (salary) or calculation of the wages for each person (price/hour, number of hours) and identify relevant benefits rates (if applicable). - If applicant is requesting award funding for salaries of permanent staff, explain the reason for the request and how the regular duties of the individuals will be performed during the award period of performance. **Volunteers** - If cost share is being provided by unpaid volunteers, in this section, applicant must explain	1. Enter project personnel salaries, wages and fringe benefits. 2. List the title and purpose of each position to be compensated under this project. 3. Explicitly explain how each personnel salary/hourly rates/number of hours aligns with the project narrative and supports the project's goal(s) in the "Purpose of Position" section. 4. Enter the amounts of time, such as hours or percentage of time to be expended by each position under this project (e.g., 75%, or 30 hours per week) and provide total salary for the person.

	how they arrived at the dollar amount used to represent the value of their services.	
Travel: A description of any travel costs, including transportation, lodging, and per diem. For all travel costs applicants must follow the requirements stated in 2 CFR §200.475.	For each trip, describe the project participants involved, the expected start and end dates, point of origin and destination, the purpose and expected outcomes ofthe trip, and explain how you arrived at the dollar amount citing specific examples of relevant costs. Please use the General Service Administration's Per Diem Tool for estimating travel expenses within the continental United States. (For rates to Alaska, Hawaii, and U.S. Territories, see the Department of Defense website. For international travel rates, see the State Department website.)	1. List the travel activities and costs for each individual. 2. Explicitly explain the purpose of the travel activity and how each travel activity supports the project's goal(s) in "Purpose of Travel Activity" section. 3. List travel expenses for participant(s) to attend all meetings or visit various sites if it is not virtual (REQUIRED). 4. Provide an itemized budget breakdown of travel costs (airfare, hotel, per diem, local travel, conference fees, number of travelers and the number of days for each traveler). 5. Calculate and enter the total cost for each travel activity for full term of the agreement.
Equipment: Costs of equipment purchased specifically for the proposed project. Equipment is generally tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds **$5,000**. See also 2 CFR 200.313.	Identify the purpose of any budgeted equipment and explain how you arrived at the dollar amounts. Detail the number and unit cost for each item. Provide vendor quotes or price lists as an appendix along with the application as needed. If equipment purchased previously with Federal funds is available for the project, provide a list of	1. List each type of equipment. 2. Describe the purpose of each piece of equipment and how it supports the project's goal(s) in the "Purpose of Equipment" section. 3. Provide the estimated unit cost for each item to be purchased. 4. Calculate and enter the total cost for each equipment.

	that equipment and identify the Federal funding source.	
Supplies: Costs of supplies and materials purchased specifically for the proposed project. Supplies are tangible personal property other than equipment(See also 2 CFR 200.314.	Identify the purpose of any budgeted supplies and explain how you arrived at the dollar amounts. Detail the number and unit cost for each item. Provide vendor quotes or price lists as an appendix along with the application as needed.	1. List materials and supplies by nature of expense or general category (e.g., instructional materials and office supplies). 2. Provide an itemized budget breakdown of costs for materials and supply items. 3. Calculate and enter the total cost for each supply purchase.
Contractual: Costs of each third party that will undertake specific project activities such as partners, consultants, collaborators and/or service providers. (See also 2 CFR 200.331(b) (Contractors).)	List the project activities to be undertaken by third parties for the project. Identifying each third party by name, describing their role in the project, and the nature of their relationship with the applicant. Explain costs for third parties and provide relevant supporting documents as an appendix along with the application. Explain the purpose of each contractual product or service and how it supports the project's goal(s) in the "Purpose of Product of Service" section.	1. Include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system (Required). 2. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract that includes all costs. 3. Briefly explain the purpose of each contractual product or service and how it supports the project's goal(s) in the "Purpose of Product of Service" section. 4. Identify the products to be acquired, and/or the professional services to be provided. 5. Provide an itemized budget breakdown of costs for the deliverables under each contract. 6. Calculate and enter the total cost for each contract.
Other Direct Costs: Costs that cannot be assigned to other categories.	Explain the nature and purpose of costs that cannot be assigned to other categories.	Prompts for Other Direct Costs: 1. Identify all direct costs not previously covered in the other budget categories. For example, include costs such as space rental,

		required fee, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. 2. List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.). 3. Explicitly explain the purpose for each direct cost item and how it supports the project's goal(s) in the "Purpose of Direct Cost Item" section. 4. Provide an itemized budget breakdown of costs per item (printing = $500, postage = $750). 5. Calculate and enter the total cost for each other direct cost purchase. 6. Do not include costs that are included in the indirect cost rate.

G) **Cost Share** (if applicable): There is **no** requirement for matching funds or cost sharing from Organizations applying for this award. If an Organization would like to include matching funds or cost sharing, please see the budget section for instructions on how to include cost sharing. Examples of types of cost sharing may include salaries, space or studio rental costs, equipment not part of an existing indirect cost rate calculation, or supplies.

- As with award funds, all cost share expenses must be incurred during the award period of performance unless otherwise specified and allowed by law.
    - Federal funds from other federal awards may not be used for cost sharing.
    - All federal, Library, and program requirements regarding the use of funds apply to bothrequested Library award funds and to cost sharing. See 2 CFR 200.1 and 200.306 for more information on cost share.

- If the budget includes Cost Share, applicant should identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly andsubstantively benefit completion of the project. For in-kind contributions, include the source, the amount, and the valuation methodology used to determine the total value. See 2 CFR 200.306 "Cost sharing or matching" for more information. If cost share is being provided by unpaid volunteers, applications should explainhow they arrived at the dollar amount used to represent the value of their services.

D.5.2.2 Restrictions on Budget Plan Worksheets

A) Applicants may use award funds only for allowable costs as found in federal government-wide cost principle rules. Please consult 2 CFR Part 200 for additional guidance on allowable costs.

- Examples of **generally allowable costs** under this notice include indirect or overhead costs and direct costs such as: personnel salaries, wages, and fringe benefits; travel expenses for key project staff and consultants; materials, supplies, software, and equipment related directly to project activities; adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities; third-party costs; publication design and printing; staff and volunteer training.

- Examples of **unallowable costs** under this notice include: general fundraising or award management costs; contributions to endowments; general operating support; general advertising or public relations costs designed solely for promotional activities other than those related to the specific project; subawards; construction and renovation; social activities, ceremonies, receptions, or entertainment.

B) Applicants should pay special attention to prohibitions or limitations including:

- Expenses must be incurred during the award period of performance unless otherwise specified and allowed by law.

- All federal, Library, and program requirements regarding the use of funds apply to both requested Library award funds and to cost sharing.

- Indirect cost rates included in an applicant's proposed budget and narrative may not exceed 15%.

- Federal funds from other federal awards may **not** be used for cost sharing.

D.5.3 Required Form(s) SF-424 Application for Federal Assistance

All applicants must complete the appropriate standard SF-424S, Application for Federal Domestic Assistance – Short Organizational. (OMB 4040-0003, Expiration 2/28/2025)

https://www.grants.gov/web/grants/forms/sf-424-short-organization-family.html

Note: For Block 2 of the form, the CFDA number is 42.012 for CCDI awards.

If you experience any issues downloading or opening the form, please follow these instructions from grants.gov. If you still encounter problems with the form, please reach out to the grants.gov support team.

D.6 Submission Requirements

All proposals must be submitted electronically via email as described and by the day and time specified in D.3 Application Package and Submission and with the following requirements:

- The subject line must include the opportunity number (030ADV23R0035).
- Required file naming conventions are as follows:
  - [Notice #] – [Organization Short Name] – [Document Name]
    - E.g. 030ADV23R0035 – UDC – Project Narrative
- Applicant must not submit zipped or locked files.
- Applicant must not submit files via a third party website (such as OneDrive or Box.com).
- The applicant should understand the file size limits for Library email are as follows:
  - The maximum size file allowed through the Library's email system is 20MB. In addition, certain files might need to undergo a conversion to be accepted by the Library's servers. This conversion increases the file size by 30% to 40%, therefore, please take this into consideration, when determining file sizes.
  - The Library's email system cannot accept files greater than 20MB. If needed, applicant may send the application materials across multiple emails but must ensure they are all clearly identified, with the opportunity number (030ADV23R0035) and an identifier ("1 of X emails", "2 of X emails", etc.) in the subject line.
- If an applicant feels that the application materials will exceed the size limits stated above and is unable to send the documents on separate emails as stated above. The applicant may send an email to LOC-grants@loc.gov, **NO LATER THAN 3:00 PM on SEPTEMBER 6, 2023, EASTERN TIME** to request help with sending the application materials. Please note that this is a day before the due date for applications stated in Section B. The Library will not provide assistance if the email is received after this date and time.

E. APPLICATION REVIEW AND AWARD

E.1 Criteria for Proposal Evaluation

The Library will assemble panels that will assess each proposal on advancement of program goals and feasibility of successful project outcomes. Proposals will be evaluated on questions grounded in both sets of criteria.

Specifically, key considerations in evaluating each application will be:

a) **Advancement of program goals**

- Does the Organization demonstrate experience working with the community or groups on which the project is centered?

- Does the project center on one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American or Pacific Islander, and/or other communities of color?

- Will the project make significant and meaningful use of digital materials from the Library of Congress?

b) Feasibility of successful project outcomes

- Does the Library have the **digital materials and collections** needed for a successful project? Has the applicant identified and provided links to the digital materials and collections? *Click **here** for information about what constitutes digital materials and collections.*

  Note: We recommend applicants use the Library's Ask-A-Librarian service to ask librarians specific questions about your research interests and available digital collections and materials.

- Has the applicant addressed whether those digital materials and collections are legally available for the proposed uses? For example, are there restrictions on the use of the materials? *Click **here** for information about how to address whether digital materials and collections are legally available and have restrictions.*

- Has the applicant addressed whether they have the permissions and clearances to share and use materials from their own collections or other collections included in proposal?

- Does the organization, and any collaborators, consultants, and/or service providers, possess the skills necessary for successful completion of project?

c) Reasonableness of costs and likelihood that budget will support project execution

- Does the applicant's proposal indicate that the project can be completed within a 12-month period?

- Are costs allowable under the cost principles found in 2 CFR 200 Subpart E?

- If cost sharing, does the proposed cost share comply with relevant standards (2 CFR 200.306; Standard Provision "Cost Sharing (Matching)" for U.S. entities)?

- Are costs reasonable and effective for project completion?

E.1.1 Optional Review of Draft Proposal Narratives

The Library will review and provide general comments on the substantive content of draft proposal narratives submitted by the date provided in Section B. The Library will not review late drafts, and will only review and provide feedback once. There will be no back and forth. Applicants must use the proposal narrative template (outlined in section D.5.1) as a guide.

Budget and financial information should not be included. The proposal narrative template includes the evaluation criteria, which will be the basis for the feedback. By reviewing proposal narratives, the Library can alert applicants if their projects do not align with one, some, or all of the evaluation criteria. Applicants can use the feedback to strengthen their final submissions or determine if the award is a good fit.

Please note that this optional review is not part of the formal selection process and will have no bearing on the final award selection. Program Officers at the Library reviews draft proposal narratives. A peer review board, which includes advisory board members and Library staff, reviews final submissions.

Any draft proposal narratives submitted for this optional review will not be considered to be part of final submission materials. Final proposal narratives will need to be submitted as part of final submission materials by the date provided in Section B.

If you choose to submit a draft proposal narrative, email it to LOC-grants@loc.gov as a Microsoft Word Document attachment by the date provided in Section B in order to receive feedback from the Library in advance of the final submission deadline. If applicants encounter issues emailing their draft proposal narrative, email LOC-grants@loc.gov for assistance prior to the deadline.

- The email must include the opportunity number (030ADV23R0035) in the subject line.

- Required file naming conventions are as follows:
    - [Notice #] – [Organization Short Name] – [Document Name]
        - E.g. 030ADV23R0035 – UDC – Proposal Narrative Draft

The Library will review and provide feedback on all submitted draft proposal narratives via email no later than the deadline provided in Section B.

E.2 Notice of Federal Award

Following review, applicants may be requested to revise the project scope and/or budget before an award is made. The Library reserves the right to award without requesting clarification or additional details on the application.

Once all outstanding issues have been resolved, the GO will send a draft Award Agreement via email to the successful applicant(s) for review, comments and acceptance, to be followed by full execution of the Award Agreement. The Award Agreement will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 60 days of the final review decision.

E.3 Pre-award Risk Assessments

The successful applicant is responsible for ensuring achievement of the objectives described in this Notice. Therefore, the applicant must be a responsible entity. The GO will decide if a pre-award risk assessment will be conducted by the Library, to determine if the prospective recipient is a responsible entity that has the necessary organization, experience, accounting, and operational controls, financial resources, and technical skills needed to achieve the objectives of the program and comply with the terms and conditions of the award. For conducting the risk assessment, the applicant may be asked to complete a pre-award survey – provided after completion of the evaluation process and before award. If notified by the Library that a pre-award survey is necessary, applicants must prepare in advance the required information and documents. A pre-award survey does not commit the Library to make an award to any organization or individual.

Depending on its result of the risk assessment, the Library may determine to execute the award, not execute the award, or award with "specific conditions" (2 CFR 200.208).

F. PROJECT MANAGEMENT AND REPORTING

This section describes reporting requirements for the awards made under this Notice.

F.1 Approval Needed for Modifications to Proposed Work or Budget

Any project carried out under an award must be consistent with the proposal that is approved for funding by the Library. Any significant change to an award project's programmatic scope, key personnel, or planned budget requires the Library's explicit consent. The designated principal or authorizing official for the awardee shall submit, in writing (including email), all requests for a change to an award project to the appropriate Library program officer for approval.

F.2 Project Reporting

Awardees must adhere to all reporting requirements listed below; further, US Non-governmental organizations need to be in compliance with 2 CFR 200. You should submit all reports by the due date for approval to the GO via email. In addition to the reports below, the GO may request additional information to contribute to the internal Library project reviews.

F.2.1 Project Development Plan

Awardees are required to submit a project development plan detailing major activity and milestones, including semi-annual status updates and regular review by Library staff, within thirty (30) days of award for the Library's approval.

F.2.2 Performance and Financial Reports

Interim Reports: Awardees are required to submit an **interim** performance report due on the six (6) month "anniversary" of the initial award. The interim report should include:

- A description of activities undertaken to date;
- Identification of any challenges and how they were, or are planned to be, resolved; and
- A review of project expenditures to date by category and notification of any anticipated changes to the project's spend plan.

An interim report can take the form of a memorandum (approx. 1-2 pages) to the attention of "OTP Program Technical Contact" sent in PDF or Microsoft Word format. Financial data must be submitted on the SF-425 Form and on the budget summary report. (All post-award reporting forms can be found here.) Financial expenditures should be reported no less than twice annually.

Final Reports: A final performance report must provide qualitative and quantitative information describing activities carried out and specific results achieved during the period, namely:

- A description of activities undertaken
- A comparison of actual accomplishments with the established goals and objectives of the award described in the project plan
- A description of reasons why established goals were not met, if appropriate
- Key implementation challenges encountered and how they were, or are planned to be, resolved
- A review of the project's budget (projected vs. actual) including specification of any significant variance using the Budget Narrative Charts
- Any other pertinent information relevant to the project results and,
- Each report shall be accompanied by the Post-Award Federal Financial Report Form SF-425, available for download on grants.gov.

The final report shall take the form of a report (with cover and table of contents) sent in PDF or MS Word format.

Final reports are due no later than 90 calendar days after the award period of performance end date or termination date.

F.2.3 Notification of Significant Developments

Events may occur between the scheduled performance reporting dates which have or could have significant impact upon the supported activity. In such cases, recipients are required to notify the Library in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. The notification must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.

The recipient should also notify the Library in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

G. FEDERAL AWARD ADMINISTRATION

G.1 Administrative and National Policy Requirements

Awards resulting from this Notice will be administered in accordance with the Library of Congress' Regulation LCR 7-310 (Grants and Funded Cooperative Agreements), policies in 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for

Federal Awards) described here and in the award, the Library General Terms and Conditions identified herein, and the Library Assurances and Certifications (Appendix B). Entities that receive Library funding must be familiar with these requirements and comply with applicable law.

G.2 General Terms and Conditions

Guidance. Additional OMB guidance may be incorporated by reference into awards and, unless otherwise specified, includes the provisions identified herein. All such guidance will be administered in accordance with standard deferral requirements for award agreements and as interpreted by the Library, including: 2 CFR 200, subparts D, E, and F.

Record Retention. Awardees shall retain all records relating to an award for three years following the completion of any award-related projects and as stated in 2 CFR 200.334 Retention requirements for records.

Branding. Awardees shall not use the name "Library of Congress" or any abbreviation or subset of the name (such as "LC," "LoC," or "Digital Strategy Division") to explicitly or implicitly endorse a product or service or materials in any publication, including online. Subject to the Library's prior written approval over all aspects of the use and presentation of the Library's name and logo, Awardees may use the name Library of Congress in connection with publication, distribution, packaging, publicity and promotion of the award project or products produced as a result of an award agreement. In addition, Awardees will acknowledge the collaboration with the Library by including a credit line in or on projects created under the terms of an award agreement with the Library that reads "The [title of program/project] has been made possible in part by an award from the Library of Congress."

G.3 Certifications

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in Appendix B. Assurances and Certifications.

By submitting the application, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance.

Applicant's failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your award and require you to return funds to the government.

G.4 Disclosures and Other Required Notifications

G.4.1 Criminal, Civil, and Administrative Proceedings Disclosure

Applicant must disclose to the Library all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award in writing and in a timely manner.

Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are also required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.339 Remedies for Noncompliance, including suspension or debarment.

G.4.2 Total Value of Federal Assistance is Greater than $10,000,000

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this Federal award, you must maintain the currency of Proceedings and Exclusions information you report to the System for Award Management (SAM). This information is made available in the designated integrity and performance system (currently the Responsibility/Qualification section on SAM.gov) in accordance with Appendix XII to 2 CFR 200.

G.5 Intellectual Property Rights and Data Availability

Access and Use

The Library's intention in this Notice is that the projects undertaken are of maximum benefit to the American people and contribute to public knowledge.

The Library's preference is for projects that extend an open license for non-commercial public use to any materials and software created with these funds, but we encourage applicants to describe in detail any specific limitations they might predict for portions of their projects. The Library intends to be attentive to culturally sensitive materials that may be gathered or created during a project, and will work with awardees to determine the most appropriate approach regarding access.

Applicant must describe any limitations on any intellectual property that will affect applicant's performance of the award or affect the Library's (or the public's) subsequent use of any deliverable under the agreement (e.g. potential documentation of copyrighted cultural material). In particular, the applicant must describe the intellectual property in sufficient detail, clearly state any limitations, and describe how the Library can use the work with the limitations described or proposed by the applicant.

H. FEDERAL AWARDING AGENCY CONTACTS

Program Technical Contact	
For information about the Library's collections, digital methods, or other programmatic guidance.	
Marya McQuirter Program Director, CCDI	Email: CCDI-grants@loc.gov

Program Administration	
For inquiries regarding financial matters, reporting, and award terms or conditions, including award administration matters (such as requests for extensions or modifications).	
Miriam Grinberg Contracts and Grants Directorate	Email: LOC-grants@loc.gov
Library of Congress - 101 Independence Avenue, S.E., Washington DC, 20540	

I. OTHER INFORMATION

I.1 Payments and Invoice Instructions

The Awardee must prepare and submit invoices electronically to the Invoice Processing Platform (IPP) at www.ipp.gov. The recipient may submit payment requests using other than electronic means only when alternate procedures are authorized by the GO in writing. Assistance is available via the IPP Help Desk via email at: ippcustomersupport@fiscal.treasury.gov or by commercial telephone at (866) 973-3131. Invoices shall contain the information required in the award.

The total award amount will be paid in three installments. The schedule will be included in the award agreement and successful applicants will be required to submit an SF-270 Form to request funding:

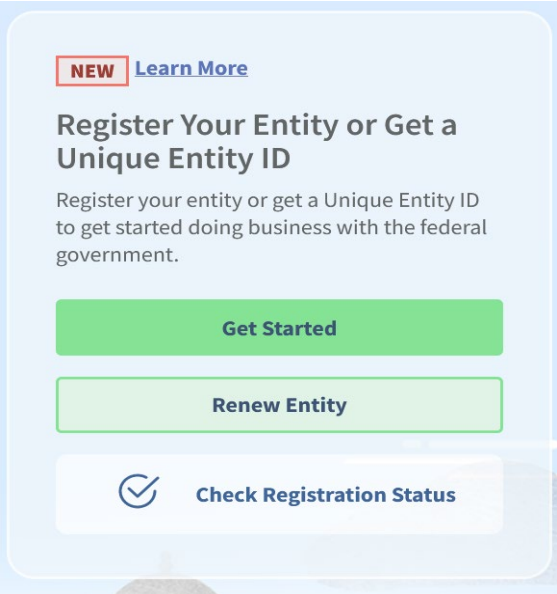
Up to 60% within 30 days following project start;
Up to 30% within 180 days after project start; and
Remaining 10% following receipt of the final report.

I.2 Other Information

The Library reserves the right to fund any or none of the applications submitted. The GO is the only individual who may legally commit the Library to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Library programming.

APPENDIX A: SAM.gov
Applicants must obtain a Unique Entity ID number by registering with SAM.gov. The Library may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the Library may determine that the applicant is not qualified to receive an award. The Library can use that determination as a basis for making an award to another applicant. **There is no cost to register with SAM.gov**. There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; **please be aware you can register and request help for free**. Award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). Applicants must enter their Unique Entity ID number where indicated on the SF-424, Application for Federal Assistance form.

How to register with the System for Award Management (SAM)
Select "Get Started" on the section shown below on the landing page on the SAM.gov website to register. You will have to register as an Entity. An Entity on SAM.gov is defined as prime contractors, organizations, or individuals applying for assistance awards. SAM.gov will issue you a Unique Entity Identification (UEI) number.



More information on the registration process can be found on the "Help" tab on SAM.gov.

Once registered in SAM.gov, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. To complete the process on SAM.gov, you will need the same kind of information used to obtain your Employer Identification Number (EIN) and other data to complete registration and reporting requirements.

APPENDIX B: Assurances and Certifications

Nondiscrimination. Awards are subject to the provisions of: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d *et seq.*), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86 *et seq.*), which prohibits discrimination on the basis of sex in education programs; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability; the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*); the requirements of any other nondiscrimination statutes that may apply to the application and implementing regulations.

Lobbying Activities. 31 U.S.C. § 1352 generally prohibits recipients of federal contracts, grants, loans or cooperative agreements from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. § 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations.

Drug-Free Workplace. The Library adopts the policies in the Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103, which requires awardees to have an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace; to maintain evidence that this statement was given to each employee engaged in the performance of the award; and to identify in the funding proposal or to keep on file in its office the place(s) where award activities will be carried out.

Debarment and Suspension. Applicant institutions or their principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or awardee shall provide immediate written notice to the Library's Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Awardees shall not make or permit any sub-award or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Awardees and sub-awardees must not make any award or permit any award (sub-award or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

Trafficking in Persons. Applicant institutions are prohibited from engaging in various forms of exploitation or trafficking in persons and certify, as a condition of an award, that the applicant will comply with the trafficking in persons requirements that are set out in 2 C.F.R. § 175.15, Award Term.