LIBRARY OF CONGRESS

The Library of Congress

Lewis-Houghton Civics and Democracy Initiative

Notice of Funding Opportunity 030ADV23R0047

Amended May 25, 2023

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A. PROGRAM DESCRIPTION

With this notice, the Library of Congress invites education-focused organizations knowledgeable about teaching about and/or creating music and other creative arts to apply for 12-month cooperative agreements, of up to $100,000 each, to develop digitally-enabled learning initiatives for secondary education based on creative arts-driven instructions, especially focused on music, in history, civics and democracy. Successful proposals may receive funding for up to three years as further described in Section A.4 below.

This funding opportunity is authorized under the "Library of Congress Digital Collections and Educational Curricula Act of 2005" (2 U.S.C. § 184). The resulting award will be subject to the Library of Congress Regulation (LCR) 7-310 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, primarily 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. We are the nation's oldest federal cultural institution and serve as the research arm of Congress.

About the Teaching with Primary Sources Program (TPS)

The Teaching with Primary Sources program has been the Library of Congress' premier K-12 educational outreach program. The goals of the program have included providing instructional materials, tools, education and professional development that enhance teachers' ability to integrate digitized primary sources from the Library of Congress into instruction that builds student literacy, critical thinking skills, content knowledge and ability to conduct original research. Since the establishment of the Center for Learning, Literacy and Engagement in 2018, and the release of the Library's 2019-23 Strategic Plan, TPS goals are both influencing and reflecting the Library's broader outreach goals. TPS Consortium members are valued as "Connectors" who help the Library achieve its vision of connecting to all Americans. www.loc.gov/teachers. Awardees become members of the TPS Consortium, a group of organizations, which helps extend the Library's reach by connecting hundreds of thousands of American teachers and their students to Library of Congress methods and materials. Consortium members collaborate, co-create, share ideas, network and actively participate as an educational community.

About the Lewis-Houghton Civics and Democracy Initiative
In the joint explanatory statement for the Legislative Branch Appropriations Act, 2023, Congress established the Lewis-Houghton Civics and Democracy Initiative and appropriated funds to the Library of Congress "to develop and administer a pilot educational program as a part of the Initiative, which funds eligible organizations within the United States and its territories to develop digitally-enabled comprehensive, assessable teaching project-based creative arts driven curricula programs focused on using the digitized primary sources of the Library of Congress related to history, civics and democracy."

A.2 Purpose

The purpose of this notice is to identify awardee organizations that will design and implement digitally-enabled educational products in which the Library's music or creative arts-focused primary sources and other online materials are central to teaching and learning.

Awards made under Lewis-Houghton Civics and Democracy Initiative must include rights-free materials from the Library's vast collections of music and creative arts-related resources to develop curriculum, teaching materials, and tools for history, civic and democracy instruction targeted toward high school students.

Funded projects will support the Library's mission to use its collections to connect with all Americans, including those representing diverse communities, beliefs and endeavors to engage, inspire and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

Library of Congress Music and Creative Arts Collections
The Library's collections include a variety of sound recordings, performances, associated materials, and what is arguably the largest sheet music collection in the world. For example:

- The LOC Music Division holds approximately 27 million items spanning over 1,000 years of Western music history and practice, from a 10th-century liturgical chant fragment to recently-commissioned chamber music premiered on the Library's world-famous concert series. The collections include published music and books, music and literary manuscripts, iconography, periodicals, musical instruments, published and unpublished copyright deposits, and over 800 special collections with a variety of material related to music, theater and dance.

- The American Archive of Public Broadcasting, a partnership between the LOC and WGBH, features the Just Jazz program, which originally aired on WRVR-FM in New York. It features over 1,000 recordings of jazz music from the early 1920s to the 1970s from solo artists and bands with styles that range from tradition to modern.

- The Library's American Folklife Center's collections feature music and creative arts collections that include historical and modern folk music associated with diverse communities across the United States and its possessions. Particularly strong are pre-

1950 African American genres, pre-1950 Anglo American genres, and 1930s- 1960s Folk Music Revival materials, including recordings in the Lomax Family Collection.

- The Library's National Jukebox presents recordings issued on record labels now owned by Sony Music Entertainment, which has granted the Library of Congress a gratis license to stream acoustical recordings. At its launch, the Jukebox included more than 10,000 recordings made by the Victor Talking Machine Company between 1901 and 1925.

- Collections featuring other types of creative arts include Prints and Photographs, the Poetry and Literature Center, Fine Prints, and the Moving Image Research Center.

Applicants may propose projects geared toward secondary students, that use the Library of Congress's vast collections of music or creative arts-related materials housed in the Music Division, the American Folklife Center, the Gershwin Prize site, and other divisions. Examples of fundable projects include, but are not limited to:

- Augmenting an already-existing civics curriculum with music or creative arts-related Library of Congress primary sources;

- Augmenting an already-existing music curriculum with Library of Congress primary sources;

- Creating music or creative arts-focused inquiry and discovery kits for use by young visitors to the Library;

- Developing a podcast series that explores democracy through the lens of the history and context of music available in the Library's collections;

- Initiating face-to-face or virtual encounters between secondary students and accomplished musicians (including perhaps Gershwin Prize winners) to discuss the components and meaning of historical musical pieces from the Library's collections;

- Creating music tutorials for secondary students using Library of Congress collections;

- Guiding students as they embed sources from the Library's collections into original creative works;

- Gathering secondary teachers to write lesson plans that explore the role of music in history and civic movements;

- Combining music and creative works from a targeted community with existing Library collection materials, and creating associated curricular materials to help broaden representation;

- Packaging items from two or more collections to provide curricular materials that present a retrospective of various genres of music and their historical and cultural

connections to one another;

- Building an online timeline of landmark historical periods and movements with corresponding music; and

- Programming an engaging civics-related app or online interactive that supports student analysis of music or creative arts-related primary sources.

Successful proposals will describe feasible and impactful project ideas to be implemented by organizations with a track record of successfully delivering similar musically or creative arts-focused educational products, materials and programming that include an emphasis on the cultural and historical role that music and creative arts have played in civic life and the development of our democratic society.

Successful applicants will exhibit current partnerships with educational and or community organizations, such as K-12 school systems, universities, non-profits, cultural institutions, etc., that can support project creation, dissemination and professional development for teachers who will embed award products to their instruction.

The Lewis-Houghton Civic and Democracy Initiative will strengthen the ability of classroom teachers, staff from multiple Library divisions, and members of the TPS Consortium to connect items from the Library's vast music collections to support history and civics education. Award products may be used to enrich onsite Library of Congress activities, such as but not limited to those planned by the Center for Learning, Literacy and Engagement for the New Visitor Experience.

A.3 Program Expectations and Deliverables

Primary Program Expectations

- Design, develop and implement an educational project that specifies: population(s), numbers of learners targeted, methodology for meeting learning goals, products or materials to be developed using Library of Congress music or creative arts-focused digitized primary resources and other online resources.

- Make needed modifications to materials funded by the award based on critical feedback from users and Library staff.

- Obtain all necessary permissions, releases and/or other clearances that must be acquired for use of any content to be included by awardee in awardee's curriculum, app/online interactive or instructional materials. Such permissions, releases and/or other clearances may pertain to, but are not limited to, copyright, right of publicity, right of privacy, defamation, or any other right whatsoever. Permission is not required for Library of Congress-created digital materials – i.e., government works – and public domain materials.

- Enter into an agreement with the Library and openly license to the public any new copyrightable materials created in whole, or in part, with these award funds, and openly

license to the public any copyrightable modifications made to pre-existing content using these award funds. The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property. All materials must be labeled as open educational resources (OER). All computer software source code developed or created with these award funds must be openly licensed under an intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds. Awardee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this award for Federal purposes, and to authorize others to do so. To the extent possible, award products should be created in HTML.

- Ensure that the curriculum, instructional materials, tools and accompanying products are made available online for free through channels approved by Library of Congress staff. Products may become available through www.loc.gov.

- Maintain public access to the curriculum, instructional materials and tools developed under the award for a minimum of five years after the end of the period of performance for the cooperative agreement.

- Disseminate the curriculum, instructional materials and tools developed under the award through existing networks of subsidiary and partner organizations.

- Attend and participate in at least two TPS Consortium meetings per year, held in Washington, DC, elsewhere in the U.S, or via a virtual platform such as Zoom.

- Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program, and provide access to networks and communities that can help broaden the reach and applicability of the TPS program.

- Participate in Consortium-wide TPS program design, testing, research and evaluation activities, as requested, to support the quality of TPS resources and the efficacy of TPS program processes.

- Participate in promotional efforts and outreach activities that inform potential program participants of the availability of the educational opportunities, curriculum, instructional materials and tools created under this award.

- Participate in a TPS orientation and fundamentals program. (The Library intends to offer virtual and onsite options). Awardees should be available to participate in up to 10 hours of the orientation.

Deliverables

- Regular award reporting as described in Section F below.
- Project deliverables as defined in the award, such as: curriculum, application or online interactive or instructional materials, teaching resources, procedures and guidance for implementation, and other documentation incorporating Library of Congress collections or primary sources as detailed in an approved project plan.

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	Lewis-Houghton Civics and Democracy Initiative
Opportunity Number	030ADV23R0047
Period of Performance	12 months
Proposal Submission Deadline	June 30, 2023 at 2:00 PM Eastern Time
Questions Submission Deadline	June 19, 2023 at 2:00 PM Eastern Time
Expected Start Date:	October 1, 2023
Estimated Funds Available and Number of Awards	The Library's intention is to make up to six cooperative agreement awards of up to $100,000 each. Actual awards may be less than $100,000. The Library may choose to make no awards or more than six awards.
Funding Instrument Type	Cooperative Agreement

The Library may make additional funds available to awardees for a maximum additional two years at the government's sole discretion, without competition, subject to awardee's satisfactory performance under the current award, subject to the availability of funds and awardee's submission of a fundable proposal.

Individual funding levels will depend on: the effective educational use of Library of Congress materials; content, quality and feasibility of the proposed project; the value and utility of the project to its targeted audience; the number of applications received and available funding.

Multiple departments within an institution may submit proposals. However, the Library will not accept more than one proposal from the same department. Applicants may be included in multiple proposals as members of collaborative partnerships.

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 grants.gov.

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 education-focused organizations knowledgeable about teaching about and/or creating music and other creative arts-based materials, public or private organizations, both not-for profit and for-profit organizations including institutions of higher education, K-12 school districts, professional associations, library systems, museums, cultural institutions, local governments, state agencies, Indian tribes and tribal organizations, and other educational entities;
- Be 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); and
- Propose a project that must be conducted within the United States or U.S. commonwealth or territory.

C.2 Other Eligibility Information

- Applicants may apply as individual organizations or as members of collaborative partnerships (such as an organization with content or subject matter expertise paired with an educational group); state agencies; and Indian tribes and tribal organizations.
- Late, incomplete, or ineligible applications will not be considered for funding under this Notice.
- Applications from other federal agencies will not be accepted.
- An Institution (or a principal member of an Institution) 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.

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Agency Point of Contact

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

D.2 Questions and Answers

All questions relating to this Notice must be submitted via email to tps-grant@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 June 29, 2023. The subject of each e-mail must read as follows: **Notice 030ADV23R0047 – Lewis-Houghton Civics and Democracy Initiative – 2023.**

Answers will be provided in an online Questions and Answers document hosted at grants.gov and questions received after the due date may not be answered.

D.3 Application Package and Submission Requirements

All submissions must be in English, submitted by 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 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 Institution is not already registered, it should start that process immediately. Registration is free and is required for any Institution 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 15 double-spaced pages in 11-point font. (Note: The 15-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

- Appendix A - Logical Framework: Provide a logic framework that provides a description of your project from start to finish that includes, at a minimum: project priorities, inputs, activities outputs, short and long-term outcomes, and impact. Applicants intending to request funding for an additional two years must show the trajectory of their project over the course of three years by identifying key variables of success, assumptions, and need inputs. Any additional example of prior work, relevant links and background information as applicable.
- Appendix B – Descriptions: Links, user testimonials, reviews, featured articles, research findings, etc., pertaining to previously created curricula, instructional materials and tools. Descriptions of the process by which previous tools and materials were created and distributed (who was involved, collaboration, processes established, etc.).
- Appendix C – Previous Funding: List and description of the role played in similar federal, state and or foundation-funded projects. List of previous and active Federal grant awards, a list of previous and active Library of Congress awards.
- Appendix D – Proposed Staff: Provide names of the project director and other key staff with half-page descriptions for each person who will work on the award, if successful.
- Appendix E - Letters of Support: Letters from senior staff of organizations identified as partners and subsidiaries in the proposal that clearly articulate the nature of their collaboration under the award proposal.

- Appendix F - Intellectual Property Rights: Applicant must describe any limitations on any intellectual property that will affect applicant's performance of the cooperative agreement or affect the Library's (or the public's) subsequent use of any deliverable under the agreement. 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. This information must be included in the Proposal.
- 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 employee or sub-recipient under the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients should have policies that require each employee disclose to a responsible representative of the recipient institution all significant financial interests of the employee (including those of the employee's spouse and dependent children) (i) that would reasonably appear to be affected by the activities funded or proposed for funding by the Library; and (ii) in entities whose financial interests would reasonably appear to be affected by such activities. 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 a conflict existis, 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 institution 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 Institutions Expending More than $750,000 USD in federal awards.
All U.S. state, local governments, federally recognized Indian tribal governments, education institutions, 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 institution was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your institution 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 Plan 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 Plan Narrative is distinct from the Proposal 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 Plan 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 Plan 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 institution. 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 Plan 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 how they arrived at the dollar amount used to represent the value of their services.	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 proposal 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.
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	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).

	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.)	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 that equipment and identify the Federal funding source.	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.
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	List the project activities to be undertaken by	1. Include all costs specifically incurred with actions that the

undertake specific project activities such as partners, consultants, collaborators and/or service providers. (See also 2 CFR 200.331(b) (Contractors).)	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.	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 Institutions applying for this award. However, proposals that include matching or cost sharing elements may be rated more highly. If an Institution 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 both requested 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 Workbooks

The table below outlines the scope of activities that the Library will fund and not fund. Ineligible activity costs may be dis-allowed during the budget review. If an applicant has questions about activity eligibility, they should send a question as described above in this NOFO.

Activity	**Does Not Fund**	**Will Fund**
Advocacy/ Fundraising	Any activity that can be construed as advocacy or fundraising, including the preparation of awards, fundraising committee meetings, contributions to endowments, and lobbying.	None.
Alcohol	None.	Non-alcoholic beverages.
Audit		Allowable.

Conferences	Costs of entertainment, including amusement, diversion, and social activities. Alcoholic beverages. Programs, contests, festivals, or similar events and activities that do not directly impact a TPS effort.	Rental of facilities, speakers' fees or stipends, costs of meals and refreshments, transportation, and other items incidental to such meetings.
Digitization	Digitization of non-Library of Congress collections.	None.
Equipment (Equipment means 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 the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.)	None.	Supplies, materials, and computer devices not exceeding $5,000 – please see Supplies and Materials.
Evaluation	None.	Costs associated with participating in evaluative activities initiated by the Library to measure the impact and reach of the TPS program, OR evaluation activities developed and described as part of a cooperative agreement.
Food	Food and beverages for general meetings.	Per diem for subsistence while in travel status (up to the amount allowable per GSA rates); food and beverages needed for TPS workshops.

Fringe	Fringe costs without an established, written rate.	Fringe rates based on the organizations current written rates.
Indirect Costs	IDC over 15%	IDC capped at 15% or 10% de minimis, if elected
Litigation and civil penalty allegations	All litigation-related costs. All costs related to filing or mitigating an allegation of failure to comply.	None.
Public education and outreach	General pedagogy or education methods, or general advertising or public relations costs designed solely for promotional activities other than those related to the specific project.	Professional development, materials, and products specific to TPS and to the Library of Congress' collection.
Stipends	None.	Stipends to defray participation costs directly serving the TPS mission
Supplies, materials, and computing devices	Supplies and materials not for direct project activity use.	Supplies for training and professional development instruction such as iPads, computers, printers, USB drives, meeting the §200.453 Materials and supplies costs, including costs of computing devices definition and that do not exceed $5,000 per unit. This may also include adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities.
Training	Project personnel professional development training.	Project target audience professional development training, including for staff and volunteers.

D.5.3 Required Form(s) SF-424 Short Organization Family Forms

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

All applicants must also complete the appropriate standard SF-424A, Budget Information for Non-Construction Programs. (OMB 4040-0006, Expiration 2/28/2025)

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

Note: For Block 2 of the SF-424S form, the CFDA number is 42.015 for this award.

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 Section B and with the following requirements:

- The email must include the opportunity number (030ADV23R0047) in the subject line.
- Required file naming conventions are as follows:
  - [Notice #] – [Institution Short Name] – [Document Name]
    - E.g. 030ADV23R0047 – UDC – Proposal 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 (030ADV23R0047) 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 tps-grant@loc.gov, **NO LATER THAN 3:00 PM EASTERN TIME ON JUNE 29, 2023** 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 comprising Library of Congress staff, staff from other government agencies, and senior professionals, from organizations across the country, to review and evaluate submissions on the basis of: the applicant's demonstrated history of providing high-quality curricula, materials and tools focused on a specific music or creative-arts subject or learners; the applicant's leadership in educational network(s) that propagate teaching excellence in the field of music and/or creative arts related projects targeted by the proposal; experience, knowledge and contacts within the broader targeted community that would support significant adoption and use of the tools or materials created; quality and use of previously created curricula, instructional materials and tools; and programmatic and financial capability of the applicant, as witnessed by the soundness of the project plan and management of similar previous projects.

Specifically, Library staff and review panels will evaluate applications based on the following criteria:

a) **Expertise**
- To what extent does the applicant have an established reputation for providing the type and scope of materials proposed under this award?
- What is the applicant's expertise and experience in developing and delivering curricula, instructional materials and tools similar to that described in the proposal?
- What evidence does the application provide that the methodology and design are appropriate to the scope of the project proposed?
- What evidence does the application provide that the project uses existing or emerging standards or effective practices?
- Does the applicant demonstrate the expertise and skill of personnel to be assigned to the project?

b) **Need and Impact**
- What evidence does the application provide that the proposed project addresses a recognized need in the targeted population of learners?
- To what extent does the application demonstrate that the curriculum, instructional materials or tools developed are likely to be used by a significant portion of the targeted community, to further learning within the specific subject or context identified by the applicant?

- To what extent does the applicant demonstrate that the project's benefits will continue beyond the award period?

- To what extent does the applicant demonstrate the soundness of the plan to assess the impact of project activities?

c) **Programmatic Financial Capability**
- What evidence does the application provide that the applicant will complete the project activities in the time allocated, through the effective deployment and management of resources, including personnel, money, facilities, equipment, and supplies?

- To which degree does the applicant demonstrate that the curriculum, instructional materials or tools are flexible enough to allow for meaningful adaptations for other educational organizations while maintaining their effectiveness?

- What evidence does the application provide of the applicant's plans to keep the Library fully informed of project progress throughout the award period, including lessons-learned, modifications and project results?

- What evidence does the applicant provide of sound financial management and submission of an appropriate and cost-efficient budget?

d) **Educational Networks and Affiliations**
- To what extent does the applicant demonstrate past collaborations with other educational entities leading to the design, testing and distribution curricula, instructional materials or tools?

- To what extent does the application include a sound plan to disseminate the curriculum, app/online interactive or instructional materials, developed under this award, through already-existing affiliations and networks, and by recruiting additional dissemination partners, where needed?

- To what extent does the applicant demonstrate an ability and commitment to incorporate knowledge, materials and activities developed during the award period into the organization's continuing work after funding has ended?

e) **Proposed use of Library Resources**
- To what extent does the proposed project specify and incorporate music or creative arts-related primary sources from the online collections of the Library of Congress?

- To what extent does the proposed project incorporate materials available from the Library's online music or creative arts-related collections and other resources, including, but not limited to essays, publications, bibliographies, subject guides, teacher materials, and resources from the Music Division,

the American Folklife Center, the Gershwin Prize site, and elsewhere on the Library's website?

- To which degree does the application demonstrate that an analysis of Library of Congress resources is critical to building understanding of key concepts within the proposed curriculum, materials or tools?

f) **Past Activities**

- To which degree does the applicant convincingly demonstrates that it possesses the institutional capacity to successfully complete the project? The Applicant must demonstrate recent and relevant field experience, and quality performance. If relevant, the application must include a description of experience and representative accomplishments of the organization of conducting activities of the type required under this Notice.

g) **Budget and Project Costs**

- Are costs allowable under the cost principles found in 2 CFR 200 Subpart E?
- Does the applicant's proposal indicate that the project can be completed within a 12-month period?
- Are costs reasonable and effective for project completion?
- 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)?

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 institution 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 a cooperative agreement award must be consistent with the proposal that is approved for funding by the Library. Any significant change to a 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 the 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 institutions 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

Award recipient must submit a project development plan for the Library's approval, within thirty (30) days of award, including semi-annual status updates and regular review by Library staff.

F.2.2 Curriculum, Instructional Materials or Tools

Award recipient must submit curricula, syllabi and teaching materials that adhere to the nature and timing described in the Cooperative Agreement.

F.2.3 Performance Reports

Interim performance and financial reports are due on April 5, 2024 and October 5, 2024. Performance reports must contain:

- 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; and
- any other pertinent information relevant to the project results.

The report must include qualitative and quantitative information describing activities carried out and specific results achieved during the period. In addition, the report must indicate key implementation challenges encountered and how they were, or are planned to be, resolved. Required financial reports include a completed Post-Award Federal Financial Report Form SF-425, available for download on grants.gov, as well as a Budget Summary Report Form.

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

F.2.4 Significant Development Reports

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 cooperative agreement awards. All such guidance will be administered in accordance with standard federal requirements for cooperative agreements as interpreted by the Library, including: 2 CFR 200, subparts D, E, and F.

Record Retention. Awardees shall retain all records relating to a cooperative agreement 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 "Teaching With Primary Sources") 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

The Library's intention in this Notice is that the works created are of maximum benefit to the American people. To that end, the products delivered under the resulting cooperative agreement must include an open license to the public for any new copyrightable materials created in whole, or in part, with these award funds, and openly license to the public any copyrightable modifications made to pre-existing content using these award funds.

The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property. All materials must be labeled as open educational resources (OER). All computer software source code developed or created with these award funds must be openly licensed under an intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds.

Awardee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this award for Federal purposes, and to authorize others to do so.

All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Library of Congress, including being available in a manner that is sufficient for independent verification. (b) The Federal Government has the right to: (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models,

analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

H. FEDERAL AWARDING AGENCY CONTACTS

Program Technical Contact	
For information about the Library's collections, digital methods, or other programmatic guidance.	
Vivian Awumey TPS Program Manager	Email: vawu@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: tps-grant@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.

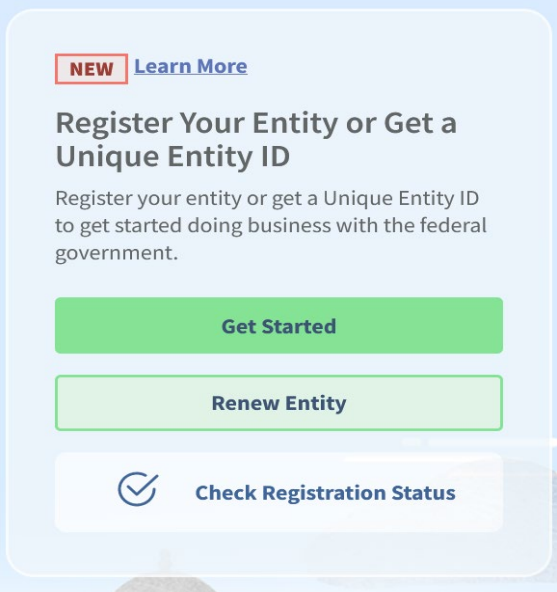
Assistance is available via the IPP Help Desk via email at: ippcustomersupport@fiscal.treasury.gov or by commercial telephone at (866) 973-3131. Invoices shall contain the information required in the award. Successful applicants will be required to submit an SF-270 Form to request funding.

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.