



**LIBRARY SERVICES AND TECHNOLOGY ACT (LSTA 22)
GRANTS FOR NEW JERSEY PUBLIC LIBRARIES
AND LIBRARY CONSORTIA**

Note: You can search this document using the keys 'ctrl'+ 'f' and entering your search word(s) in the box that appears.

LSTA 22 Questions and Answers

Week 8/1/22

1. Can you provide any guidance on CIPA compliance?

Answer: Because this grant funding is coming from the federal funding through ARPA, library compliance with the Children's Internet Protection Act (CIPA) must be verified. A library must have a technology protection measure in place if grant money will be used for any equipment connected to the Internet.

There are two main types of filters. **Keyword matching filters** rely on pre-defined lists of objectionable terms. Access to a website is blocked if it contains one or more of those terms. Alternatively, the offending term or a portion of the page that contains it may be obscured or altogether deleted. The disadvantage of this method is that depending on the context, a particular word or phrase may have a totally innocent meaning.

Another option is to use **site blocking filters**, which consult lists of sites deemed inappropriate by human reviewers. Access can be blocked to complete websites, or to certain areas or pages inside a website. Given the constant growth of the Internet, these lists can never be comprehensive, nor can they cover all areas of concern (such as violence or crude language) equally. Thus, it is desirable that a blocking product allows some customization of its site lists.

What filtering products are available? Some well-known filtering products include:

- [Barracuda](#)
- [Cybersitter](#)
- Dell [SonicWall](#)
- [K-9](#)
- [NetNanny](#) (includes CyberPatrol)
- [OpenDNS Umbrella](#)

- [Untangle](#)
- [WatchGuard](#)

NJSL does not endorse these or other vendors. We suggest that several vendors should be contacted for current information and pricing.

2. We thought we had a UEI, but found that we may not. Can we still apply for the grant or do we need the number before we can apply?

Answer: You probably already have this number. Please check the full information below. If you have any problems, don't hesitate to reach out. If you have any problem, please do apply for the grant. We can still review your application for an award. However, we won't be able to reimburse you without the UEI.

IMPORTANT: *This number is a free service. If you are asked to pay to obtain it, please understand that the federal government does not charge for the number. If an organization offers to facilitate getting your UEI, please realize it is unnecessary to pay for free government information.*

UEI Information

Identification numbers needed to apply for federal funds

The requirement for grant applicants, including libraries, to have a DUNS number to receive federal funds has changed. As of April of 2022, to receive federal funds as a grant recipient, a library must register in the federal System for Award Management (SAM) at SAM.gov and obtain a new, non-proprietary Unique Entity Identifier (UEI). This applies to any new applications submitted to New Jersey State Library.

Background

The Office of Management and Budget (OMB) revised the Uniform Guidance for grants (2 C.F.R. part 200) on August 13, 2020. This was the first major updating of the Uniform Guidance since 2014. The relevant requirement that describes the transition away from using DUNS numbers (from Dun & Bradstreet) as entity identifiers to [Unique Entity Identifiers](#) (UEI) (from Ernst & Young through SAM.gov) is in [2 CFR § 25.300](#):

Requirement for recipients to ensure subrecipients have a unique entity identifier.

(a) A recipient [e.g., New Jersey State Library] may not make a subaward to a subrecipient [public, academic, special, or any other recipient] unless that subrecipient has obtained and provided to the recipient a unique entity identifier [formerly DUNS which is now transitioning to a new UEI number]. Subrecipients are not required to complete full SAM registration to obtain a unique entity identifier.

(b) A recipient must notify any potential subrecipients that the recipient cannot make a subaward unless the subrecipient has obtained a unique entity identifier as described in paragraph (a) of this section.

The transition from DUNS to UEI was originally slated for December 2020 but was adjusted to allow additional time for the federal government, grantees, and subrecipients to prepare for the transition.

What does this mean for my library?

For a library to be eligible to apply for and access federal funds after April of 2022, your library (or local government unit or university acting as a fiscal agent) will need to obtain a UEI. If your library's county/municipality (inclusive of cities, villages, towns, and school districts that operate a library) holds the DUNS number for your library, please contact your municipality/county to ensure they've completed the DUNS to UEI transition and get the new UEI number.

1. If your library already has a DUNS number AND is registered in SAM.gov, that DUNS number will be automatically updated to a UEI. This scenario is most likely for libraries using a municipal/county DUNS number and libraries that have received direct federal assistance through a grant from IMLS or another federal agency. Use the [SAM Status Tracker](#) to check your organization's registration status with SAM.
2. If your library already has a DUNS number but is NOT registered in SAM.gov, you will need to complete SAM.gov registration to have your DUNS number transitioned to a UEI. This scenario is likely for libraries that hold their own DUNS numbers and have not applied directly to a federal agency for a grant. Use the [SAM Status Tracker](#) to check your organization's registration status with SAM. Refer to the "[New to SAM.gov for Financial Assistance](#)" PDF from the U.S. General Services Administration for details on how to register for a SAM.gov account and maintain that registration.
3. If your library has neither a DUNS number nor is registered in SAM.gov, you will want to decide whether you will proceed with SAM.gov registration to obtain a Unique Entity Identifier. New Jersey State Library believes it is important for libraries and/or their local government unit to be able to apply for and receive federal assistance. Having the ability to be flexible and request federal assistance can provide substantial financial assistance in improving library services in your community. Refer to the "[New to SAM.gov for Financial Assistance](#)" PDF (above) from the U.S. General Services Administration for details on how to register for a SAM.gov account and maintain that registration.

Until April of 2022, libraries could access federal grant funds using either a DUNS number or a UEI. After April of 2022, libraries and systems had to have a UEI to apply for and receive federal grant funds. Since current grant applications are for grant funding after April 2022, all new applications must be submitted with a UEI number.

How long does it take to register with SAM?

(From Grants.gov) Generally, after completing the online registration and sending your notarized letter confirming the entity administrator, it takes up to two weeks to register with SAM, then one business day for updates made in SAM to be reflected in Grants.gov. However, your organization must first have a Tax ID or Employer Identification Number (EIN). If your organization does not have an EIN, you should allow an additional [5 weeks to request and obtain an EIN from the IRS](#).

Summary

- DUNS numbers are transitioning to Unique Entity Identifiers (UEI).
- Libraries will need the new UEI to receive federal funds (e.g., LSTA) after April of 2022.
- Until April of 2022, libraries can still utilize their DUNS numbers to satisfy the UEI requirement to access federal funds.
- The UEI can be obtained by [registering in SAM.gov for financial assistance](#).
- If your library uses a municipal/county DUNS number to access federal funds, contact your municipality/county to ensure you are registered in SAM.gov.
- If your library uses its own DUNS number to access federal funds or does not have a DUNS number, you should obtain a DUNS number and register in SAM.gov to obtain a UEI.
- You may need to confirm your entity administrator by sending a notarized letter.

Additional Resources

- [Entity Registration Walkthrough](#)
- [Reference Guide for Grant recipients](#)
- [Federal Service Desk – SAM.gov Help Desk](#)

Week 7/25/22

1. Our Library Board of Trustees will not meet again until September. How can we complete Form F – the Resolution to Apply?

Answer: Not having this signature won't disqualify your application, but it could delay execution of a grant agreement should your project be selected for an award. The chances of your board refusing to accept an award are probably slim, but we will need their approval and signature before entering into a formal agreement.

A temporary work-around would be to attach the Form F and in place of the signature simply write 'pending approval at next board meeting' and give the date:

Pending approval at next [library name] board meeting on 8/30/22.

Then enter the date you're submitting the document on the last line, in lieu of the date it's being signed. Here's an example:

The submission of this application was authorized by the
Board of Trustees/Governing Board on
_____, 2022

Signature of the Board President
Pending approval at next [library name] board meeting on 8/30/22.

Printed name

8/5/22
Date

We encourage you to apply even though the implementation of a possible award, and your ability to use the funding, would be delayed until the approval and signature are in place.

Week 7/11/22

1. Can our application be longer than the 5-7-page limit?

Answer: All applications must follow all the rules listed in the [guidelines](#). This includes the narrative length, so the narrative should be no longer than 7 pages. This is to ensure fairness to everyone. If you have any doubts or questions, please email us at grants@njstatelib.org so we can help you.

2. What is the difference between supplies and equipment? For example, is a laptop equipment or a supply?

Answer: Supplies are consumable items used for your project. Supplies used for the performance of your award may be charged as direct costs, as long as they are needed to successfully complete your work. For example, items such as brochures, paper, pens, STEM materials, or printer ink are usually considered supplies.

Equipment is considered more permanent and longer lasting than supplies, which are used up quickly. Examples could include portable kiosks, tables, chairs, or office machines. The most important distinction is that any single item with a unit price of \$5,000 or more, including ancillary charges, needs to be listed in the equipment category. This is because we are required to get written permission from IMLS prior to the purchase of this equipment.

So, in this specific case, a laptop costing less than \$5,000 per unit is considered a supply. This would also be true for other technology purchases such as hotspots, iPads, printers and the like.

Please remember, you may acquire equipment with this funding, but not pay for installation. This includes any contract that requires prevailing wages, or capital improvements that permanently alter the physical property. Any costs of this type must use other funding.

3. What is an indirect rate and how does this work?

Answer: Think of indirect costs (IDC) as your overhead expenses or costs of doing business. This is based on your Modified Total Direct Costs (MTDC). This is to help defray costs you have due to administering the grant that are difficult to isolate or can't be attributed to a single budget item.

If your parent entity has a federally-negotiated IDC, you can request this percentage or a lesser amount. You can also choose to either use or waive the IDC in each subaward.

If you do not have a federally-negotiated rate, you may request a de minimus rate of up to ten percent (10%) of your MTDC in this budget line. Please refer to the grant [guidelines](#) for further definition of how MTDC is calculated. You do not need to provide additional documentation. You are able to request a new rate with each award, at or under the 10% de minimus rate.

Week 6/13/22

1. Is being a 501(c)(3) a requirement? Our library does not have a Friends group.

Answer: This grant application is open to all public libraries in New Jersey organized under state statute as well as library consortia organized as 501(c)(3) nonprofits. Only the library consortia need to have 501(c)(3) status in order to apply.

Week 6/6/22

1. I was wondering if the library could apply twice, for two separate grant proposals, or if only one grant proposal is allowed per organization?

Answer: Your library is welcome to submit more than one application, but we can only make one award per library.

2. Should the certification forms be signed by the Library's Board of Trustees President, or can it be signed by the Library Director?

Answer: When you sign the application, you certify that you have read these guidelines and that you will comply with the approved application and budget, the assurances

herein and in the official grant agreement, and all other applicable federal regulations, state statutes, and local policies, if awarded a grant. This also means that the person signing has the legal authority to commit the library to the resulting grant contract, if awarded. Usually there is only one person who has this authority on behalf of an organization. Please make sure that the person signing has this authority.

3. Does this program allow for joint applications? If the Library is able to submit a joint application with a neighboring library and/or nonprofit, will there be any additional requirements they will need to fulfill?

Answer: We encourage collaboration with local partners and you may attach any documents of prior agreement you have with others, if you have them. Or simply state in your narrative that you have worked together and will be cooperating to ensure the success of the project. We cannot make one award to multiple libraries. Perhaps each library could submit a complimentary proposal with the understanding that they'll all work together with resulting programming if awarded. We can also make awards to different libraries that have similar proposals.

4. If the Library is unable to submit a joint application, would they instead be able to offer services through their project to patrons from other libraries? The Library can note in their application that they will partner with another entity and through this program offer services to patrons outside of their municipality.

Answer: If your local rules and regulations allow for providing services to patrons outside of your municipality, this is fine from our point of view. It would remain the responsibility of the awarded library to make all reports and requests for reimbursement, as well as fulfilling all contractual obligations.

Week 5/16

1. After reviewing the grant application requirements, I have question on the NEW STAFF. Will the current lab guide be counted as new staff, since she will have to be re-hired in theory under the new grant? Her employment cannot be continued once current grant is over.

Answer: The LSTA 22 grant can cover the salary/fringe benefits of your current lab guide – while not technically “new staff,” this person was hired specifically for the Hubs/Spokes grant and was not already an employee of the library, paid with library funds.

Week 5/9/22

1. We have a question regarding what salaries are covered by the LSTA 22 Grant. As recipients of NJSL+Literacy Grant we would like to apply for funding to cover existing part-time grant funded positions through the end of current calendar year. Would these positions be excluded as they are existing grant funded staff members?

Answer: The LSTA 22 grant can pick up the salaries of the part time NJSL+Partners Literacy staff starting September 1, 2022, which is right when the NJSL+Partners grant ends (8/31/22). The new program will run from 9/1/22-8/31/23, so there will be no overlap of the grant periods.

2. Is there a space for a partnering organization to write a letter of support?

Answer: Yes, a partnering organization can write a letter of support, please attach it to the PDF version of the narrative to upload.

3. In past programs to entice folks to submit responses or feedback forms, we've offered gift cards. Is this expense allowable or does that fall under Incentives? Would that be something we could propose to do but fund that incentive through our own Library budgets?

Answer: Incentives like gift cards are an unallowable expenditure with this grant. You can purchase and distribute with library funds, but the dollar amount can't be used as a match, if you are recording matching funds.

4. Is Marketing materials different than Promotional items? For example, we could print brochures to hand out but not giveaways like pens?

Answer: Marketing materials are different than promotional items. You are able to print brochures as long as they are related specifically to the program/resources being made available under this grant, and not for general library promotion. You could also purchase promotional items if they advertised the specific program supported by the grant funds, and included an educational message.