

**Library of Michigan
CARES Act Grant Program**

APPLICATION INFORMATION

**Submission Deadline:
Monday, July 6 by 5:00 PM EST**



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LIBRARY OF MICHIGAN CARES ACT GRANT PROGRAM

Coronavirus Aid, Relief, and Economic Security (CARES) ACT PROGRAM DESCRIPTION

The Library of Michigan (LM) CARES Act grant program is designed to assist public libraries in providing improved access to the Internet for their community, while maintaining a safe environment for staff and patrons. The intent is to fund one-year projects that increase libraries' supply of personal protective equipment and facilities supplies as well as increase community Internet connectivity through the purchase of Internet capable devices, hotspots or other appropriate materials and supplies. The LM will fund all eligible applications for the first goal and will fund as many applications as possible for the second goal.

CARES ACT GRANT PROGRAM GOALS

In order to meet the purposes of the CARES Act and the IMLS priorities related to the CARES Act listed below, the LM is offering the CARES Act grant program in order to meet the following two goals:

1. To assist public libraries in maintaining a safe environment in which to provide library services through personal protective equipment (PPE), facilities cleaning supplies and services; AND
2. To assist public libraries in increasing digital inclusion in their communities through provision of internet accessible devices and increased or improved wi-fi access.

Purpose of CARES Act (Public Law 116-136)

- To prevent, prepare for, and respond to coronavirus, including
- To expand digital network access, purchase internet accessible devices, and provide technical support services

IMLS Priorities to achieve the purpose of the CARES Act.

1. Primarily to address digital inclusion and related technical support, using the following types of data to inform targeted efforts:
 - Poverty/Supplemental Nutrition Assistance Program (SNAP)
 - Unemployment
 - Broadband availability.
2. Secondarily to address other efforts that prevent, prepare for, and respond to COVID-19.

CARES ACT GRANT PROGRAM GUIDELINES

Applicants may request materials and supplies and services related to **either or both** the grant program goals. All items and services requested must be directly related to the goals. Sample purchases are listed below. These are not exhaustive, but instead are examples of eligible requests.

1. Personal Protective Equipment and Facilities Supplies & Services: Masks and gloves for staff; touchless thermometers; cleaning supplies such as sanitizing wipes and cleaning solutions for the library; materials to create shields between staff and patrons at public access points;

hand sanitizing stations; professional cleaning services for the library, etc.

2. Improving Community Digital Inclusion: Hotspots, laptops, tablets or other Internet capable devices for check out, for use at community sites, and/or for use in the library by the public; data contracts for public use internet capable devices; other related supplies and/or equipment to provide Internet accessibility through providing wi-fi at kiosks, in bookmobiles, at community sites, with a wi-fi tower, etc.

ELIGIBILITY

Eligible applicants are Michigan public libraries who meet all the guidelines listed below. Libraries may submit one application for this program. Branch libraries may NOT apply separately. Tribal libraries may apply if they meet the following guidelines for a public library, excluding item #6.

In order to be eligible, a public library must:

1. have one or more paid library staff;
2. have a regular schedule of library service;
3. have a dedicated facility for library purposes;
4. have an annual budget with funds reserved for library materials and services;
5. have a record of multi-type library cooperation, evidenced by activities such as union listing of holdings, reciprocal borrowing or interlibrary loan; and,
6. be "lawfully established" for purposes of the State Aid to Public Libraries Act and **meet all eligibility requirements for receiving state aid, at the time of application and the time of grant award.**

FUNDING AVAILABILITY and GRANT PERIOD

The number and amount of grant awards will depend on the funds available and the number of applications received. For the CARES Act Grant, the grant awards will be as follows:

For PPE equipment and facilities supplies and services:

- \$500 per main library location; \$300 per branch location

For digital inclusion supplies and services:

- Up to \$5,000 for Class V & VI libraries
- Up to \$3,000 for Class III & IV libraries
- Up to \$1,000 for Class I & II libraries

The grant period will be 12 months, starting from the date of the contract.

Pending funding availability, there may be a second round of funding for PPE equipment and facilities supplies and services in 2021.

APPLICATION INFORMATION

The LM CARES ACT grant application information, including the application questions, is listed in this section.

APPLICATION DUE DATE

Due Date: Monday, July 6 by 5:00 PM EST

APPLICATION REVIEW and AWARD PROCESS

Application Review

The grant proposal will be read and reviewed for eligibility by LM staff. If there are issues with the proposal, applicant libraries will be contacted and allowed to revise their application. The review will use the Eligibility Review Rubric listed later in this document. The State Librarian and State Superintendent will make all final decisions on grant awards.

Award Notification

Award Letter - The State Librarian will send a grant award letter by email to the email address provided in the application.

Project spending must not occur until the start date on the grant award letter. Expenditures or contractual obligations incurred before or after the award period will not be eligible for reimbursement under the CARES ACT program.

Grant Application Webinar

Application Webinar – May 21, 2020 / Register at the CARES Act section at www.michigan.gov/lsta.

- Attendance at the application webinar is strongly encouraged.

STEP-BY-STEP INSTRUCTIONS FOR CARES ACT GRANT APPLICATION

WHAT IS A COMPLETE APPLICATION?

A complete grant application includes both items:

1. CARES Act Grant Application – TBA: Four weeks after the EO closing libraries to public accommodation is lifted.

Application is submitted online. The application link is at www.michigan.gov/lsta in the CARES Act grant Program section.

2. CARES Act Grant application Certifications and Assurances – TBA: Four weeks after the EO closing libraries to public accommodation is lifted.

Certifications and Assurances is a form that is uploaded into the online application. The form is at www.michigan.gov/lsta in the CARES Act grant Program section.

MDE/Library of Michigan CONTACT INFORMATION:

Karren Reish, Library Grants Coordinator
reishk@michigan.gov
517-241-0021 or 517-335-1516

It is the responsibility of the applicant to submit the online application form and confirm receipt of other documents at the LM by the applicable deadlines.

APPLICATION INSTRUCTIONS

All questions are required. Only one application per library system is allowed.

- A. **APPLICANT INFORMATION:** Complete this section in its entirety. Applicants must be Michigan public libraries that are lawfully established and eligible for state aid at the time of application and time of contracting.
- B. **PROJECT ADMINISTRATION:** Complete this section in its entirety. If any person holds more than one of the positions listed, please enter information for each position. NOTE: A fiscal agency is an organization that handles funds for the applicant organization. For example, the city treasurer is typically the fiscal agent for a city library. You may NOT list a fiscal agent different from your legal fiscal agent, such as a Friends group.
- C. **PROJECT PROPOSAL:** This section is used to provide a complete description of all components of the project. If you intend to apply for only one goal of the program, you may leave the other goal questions blank. Use no more than 200 words for each question below.

PPE Equipment and Facilities Supplies and Services Goal

What PPE equipment and facilities supplies and services do you intend to purchase? Describe what you want to purchase with amounts and prices. Include the total amount for the purchases listed. **Include enough detail that receipts used for reimbursement can be matched to this description.**

How do you intend to use the requested PPE equipment and facilities supplies and services? Explain the purpose of the materials needed. Include the number of library locations included in the request. You can only include branch locations that are reported to LM in the state aid application.

Digital Inclusion Supplies and Services Goal

What Do You Want to Purchase? Describe what you want to purchase with amounts and prices. Include a total amount for the purchases listed. **Include enough detail that receipts used for reimbursement can be matched to this description.**

How do you intend to use the requested Digital Inclusion supplies and services? Explain the purpose for the requested supplies and describe the services you will provide to your community with them.

How Will You Track the Impact of the Services? Explain how you will track usage for the supplies and services, both how the items were used and the circulation and other usage statistics. You will include this impact information in your final report.

NOTE: All grant payments to funded applicants will be provided on a REIMBURSEMENT basis. Refer to the CARES Act Grant Program Administration Information document for more details.

Allowable Purchases for this Grant Program

Supplies/Materials: Supplies and materials purchased specifically for use in the grant project. These are items that typically you can hold in your hand.

Services: This category includes the cost of services provided by a contractor or vendor, for project activities, such as data access plans, warranties, set up fees, professional cleaning services, etc.

The following items are not eligible for funding:

ALL federal funds may only be used for federally allowable costs. Some types of expenses are not allowable under federal rules (2 CFR 200), including:

- Performers or entertainers.
- **food and beverages.**
- advertising not directly related to the grant project.
- collection development purchases not directly related to grant goals or integral to the grant program.
- lobbying of any kind.
- transportation or travel for program participants or non-grant funded personnel.
- equipment or technology not specifically needed for the grant activities.
- **awards, honoraria, prizes or gifts.**
- **souvenirs or promotional items.**
- costs incurred outside the grant period. Note that you may not request funds for activities or purchases before or after the grant period.

This list is NOT comprehensive. Grant recipients will NOT be reimbursed for unallowable costs.

If you have any questions about the allowability of a cost, contact the Karren Reish at the LM before expending funds. For more information see [Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards 2 CFR 200.](#)

D. PROJECT BUDGET

Funding Amount Requested – Enter the estimated total cost for the materials you requested in the project proposal. Please round up your funding request to the nearest dollar.

PPE Equipment and Facilities Supplies and Services:

- All Libraries - \$500 per main library location; \$300 per branch location

Digital Inclusion Supplies and Services: Up to the maximum

- Class V & VI \$5,000.00
- Class III & IV \$3,000.00
- Class I & II \$1,000.00

- E. CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT:** Under CIPA (Children’s Internet Protection Act), the LM must provide certain assurances to IMLS and the federal government. These assurances pertain to the use of CARES ACT funds for the purchase of computers or devices used to access the Internet or for costs associated with direct access to the Internet. All applicants must complete and sign the certification statement. **CARES Act purchases are under the CIPA requirements.**
- F. CERTIFICATIONS & ASSURANCES:** Complete the Certifications & Assurances form to certify that:
1. the applicant has the legal authority to apply for federal funding;
 2. the applicant will comply with federal regulations and CARES ACT grant guidelines;
 3. CARES ACT funds will be used to supplement and not supplant local funding for library service purposes; and
 4. all information presented in the CARES ACT application is truthful. This form also includes required certifications regarding debarment and lobbying.
- G. SUBMITTING the CIPA CERTIFICATION and the CERTIFICATIONS & ASSURANCES:** Print and sign the CIPA certification and the Certification & Assurances form found at www.michigan.gov/lsta in the CARES Act grant program section. A sample for review is later in this document

The signatures must be original. **All lines must be signed, even if the same person holds multiple offices.** Scan the signed document and submit through the online application. The file name MUST be in this format: *Applicant Name– Certifications–Date.pdf*. Applications will not be considered if the form is incomplete. **Please confirm you are uploading the SIGNED version.**

NOTE: If you are unable to get signatures because of COVID related closures, you may type names on the signature lines. LM STRONGLY PREFERS ACTUAL SIGNATURES. At time of submission, you will be asked to confirm that anyone who did not sign the document was aware of and approved the grant application.

This document must be received by MDE no later than the application deadline.

- H. ADDITIONAL DOCUMENTATION:** You may submit additional documentation, such as pictures, order lists, etc. as a single PDF with the file name *Applicant Name– Additional Documentation– Date.pdf*. However, additional documentation is NOT required and will not be used in reviewing the grant proposal.

CARES ACT GRANT APPLICATION QUESTIONS

APPLICANT INFORMATION

1. Eligibility: For the purposes of this grant, applicants must be a "public library," be "lawfully established" for purposes of the State Aid to Public Libraries Act and currently meet all eligibility requirements for receiving state aid. Tribal libraries may apply if they meet the following guidelines for a public library, excluding item #6. Does your library meet this standard?
 - a. Yes
 - b. No
 - c. Tribal library meeting the public library standards, excepting #6.
2. Applicant Library Official Name:
3. Complete mailing address with county:
4. Library Cooperative Membership
5. Library Class Size:
6. Legislative District of Applicant Organization
 - a. Michigan House of Representatives: District Number and Representative Name
 - b. Michigan Senate: District Number and Senator Name

PROJECT ADMINISTRATION

7. Applicant Organization Director, Director Email and Director Phone Number:
8. Grant Administrator, Grant Administrator Email and Grant Administrator Phone Number:
9. Fiscal Agency Employer Identification Number (EIN):
10. Fiscal Agency DUNS Number:

PROJECT PROPOSAL (All sections are limited to 200 words)

PPE Equipment and Facilities Supplies and Services

11. What PPE equipment and facilities supplies and services do you intend to purchase?
12. How do you intend to use the requested PPE equipment and facilities supplies and services?

Digital Inclusion Supplies and Services

13. What Digital Inclusion supplies and services do you want to purchase?
14. How do you intend to use the requested Digital Inclusion supplies and services?
15. How Will You Evaluate the Impact of the Services?

PROJECT BUDGET

16. Funding Amount Requested – Enter the estimated total cost for the materials you requested in the project proposal. The minimum request is \$500.00, and the maximum request depends on the library class size and number of branches.

CIPA INTERNET SAFETY CERTIFICATION FOR APPLICANT LIBRARY - SAMPLE

- PUBLIC LIBRARIES,
- PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
- CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES

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

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

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

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

CERTIFICATIONS & ASSURANCES for Library of Michigan CARES ACT Grant Applications - SAMPLE

This Statement of Assurances is entered into on _____ [Date], by the

_____ [Applicant Library Name]. The _____

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

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

ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

1. Has the legal authority to apply for Federal assistance and the Organizational, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-

assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.

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

DEBARMENT AND SUSPENSION

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

(a) Are presently excluded or disqualified;

(b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;

(c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or

(d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

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

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

DRUG-FREE WORKPLACE REQUIREMENTS

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

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

LOBBYING

As required by Section 1352, Title 31 of the United States Code, and implemented for persons entering into a grant or cooperative agreement over \$100,000, the contractor certifies to the best of his or her knowledge and belief that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than appropriated Federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant or contractor) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

FEDERAL DEBT STATUS

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

TRAFFICKING IN PERSONS

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

1. You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not:
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;

- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either:
 - A. Associated with performance under this award; or
 - B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

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

- 1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
- 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 C.F.R. part 3185.

c. *Provisions applicable to any recipient.*

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

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

- 1. "Employee" means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or

services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. "Private entity":
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. part 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit Organization of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R part 175.25(b).
 - B. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

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

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

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

All signatures must be present and be original signatures. If one person holds more than one of the positions below, they must sign for each position.

_____	_____	_____
Authorized Representative Name	Signature	Date

_____	_____	_____
Grant Administrator Name	Signature	Date

_____	_____	_____
Fiscal Agent Name	Signature	Date

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

Grant Application Eligibility Rubric

Grant applications will be reviewed by Library of Michigan staff. Reviewers will assign points based on how well the grant application fits the guidelines. Reviewers will assign points as described below.

Applicants will be ranked by the total score for each application. A ranked list will be used to select successful applicants, beginning with the highest scored application. **Libraries in communities with high unemployment, high rates of SNAP participation and/or low Broadband availability will be given priority for Goal 2 requests.** There may not be enough funding to fully award all applications for Goal 2 requests. Funding recommendations will be presented to the State Librarian. The State Librarian will make the final grant decisions.

Review of Application – 50 points total

1. Is the proposal clearly written? - 5 points possible
2. Is the library from a community with high unemployment (8 points), high rates of SNAP participation (8 points) and/or low Broadband availability (9 points)? - 25 points possible
3. If PPE Equipment and Facilities Supplies and Services were requested, are the items eligible and allowable? – 5 points possible
4. If Digital Inclusion Supplies and Services were requested, are the items and/or services eligible and allowable? – 5 points possible
5. If Digital Inclusion Supplies and Services were requested, will the services provided with them improve digital inclusion in the community? – 10 points possible

Total Review Points (50 points possible)
