



Wisconsin Department of Public Instruction
**CORONAVIRUS AID, RELIEF, AND ECONOMIC
SECURITY ACT (CARES ACT) GRANT APPLICATION**
PI-2440-CARES (New 06-2020)
For use with state/federal **discretionary** funds only.

INSTRUCTIONS: Submit one copy of this completed Word document along with either one signed, scanned copy in PDF format or a written statement from an authorized staff member/administrator approving the assurances and application proposal (see guidelines for specific language) via e-mail to:

LibraryReport@dpi.wi.gov

Collection of this data is a requirement of Public Law 116-136.

Refer to the Division for Libraries and Technology CARES Act for Wisconsin Libraries web page at: <https://dpi.wi.gov/pld/cares-act-libraries>

GRANT INFORMATION	
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Grant Title

CARES Act for Wisconsin Libraries

GENERAL INFORMATION	
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Applicant Agency

Wisconsin Valley Library Service

Collaborating Systems (if applying as a consortium)

IFLS Library System, Northern Waters Library Service
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Project Administrator Name

Joshua Klingbeil

Project Administrator E-mail Address

cio@wvls.org

Project Administrator Phone Area Code/No.

715.261.7253

Applicant Agency Business Manager Name
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Rachel Metzler

Applicant Agency Business Manager Email Address

ar@wvls.org

Applicant Agency Business Manager Phone

715.261.7253

Total CARES Act Funds Requested

\$158,256.00

ASSURANCES

Each Applicant that submits a plan or application under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) provides the assurances set forth below.

(1) Civil Rights and Nondiscrimination Statutes and Regulations: The Applicant shall comply with all applicable statutory and regulatory requirements. These requirements include, but are not limited to, applicable provisions of—

- (A) Title VI of the Civil Rights Act of 1964 [45 U.S.C. 2000d through 2000d-4]
- (B) Title IX of the Education Amendments of 1972 [20 U.S.C. 1681-1683]
- (C) Section 504 of the Rehabilitation Act of 1973 [29 U.S.C.794]
- (D) The Age Discrimination Act [42 U.S.C. 6101 et seq.]

(2) Allowable Costs: Costs incurred shall be allowable under the principles established in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule [2 CFR 200 Subpart E-Cost Principles].

(3) Budget Modifications: The Applicant will obtain an approved budget amendment when it is anticipated that claimed expenditures will vary significantly from the amount in the current approved budget. A significant variance is an increase of 10 percent (summary of all line items) of the current total approved budget [2 CFR § 200.308(e)].

(4) Conflict of Interest: No board or staff member of a public library or library system may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit [Wis. Stat. 19.59 (1) (a)] [2 CFR § 200.112].

(5) Contracts and procurement: The Applicant will use its own procurement procedures that reflect applicable state and local laws and regulations, provided the procurements conform to applicable federal law and the standards in [2 CFR §§ 200.318-200.326] Procurement Standards.

(6) Cooperation with Evaluation: The Applicant shall cooperate with the performance of any evaluation of the program by the Wisconsin Department of Public Instruction (DPI) or the Institute of Museum and Library Services (IMLS) or by their contractors [2 CFR §200.328(1)].

(7) Copyright, Acknowledgement, and Publications: The Applicant/ Recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. IMLS and DPI reserve royalty-free, nonexclusive, and irrevocable licenses to reproduce, publish or otherwise use, and to authorize others to use, for their purposes. The copyright in any work developed under this subgrant or contract under this subgrant; and any rights of copyright to which the Applicant or a contractor purchases ownership with grant support. The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the IMLS acknowledged. However, reproduction of this product in whole or in part for resale must be authorized by the DPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with federal grant funds, the grant award recipient shall clearly acknowledge the receipt of federal funds in a statement. Subrecipients must acknowledge IMLS in all related publications and activities supported with CARES Act award money. A kit with suggestions and materials to help subrecipients publicize grant activities is available at

<https://www.imls.gov/grants/grant-recipients/grantee-communications-kit>.

(8) Fiscal Control: The Applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program [2 CFR §200.328(1)].

(9) Indirect Costs: If the fiscal agent intends to claim indirect costs, the total amount budgeted for indirect costs is limited to and cannot exceed the negotiated indirect rate established with the DPI. Indirect costs cannot be charged against capital objects.

(10) OMB Standard Form 424B: The Applicant will comply with all applicable assurances in OMB standard Form 424B (Assurances for Non-Construction Programs), including the assurances relating to the legal

authority to apply for assistance; access to records; conflict of interest; merit systems; nondiscrimination; Hatch Act provisions; labor standards; flood insurance; environmental standards wild and scenic river systems; historic preservation; protection of human subjects; animal welfare; lead-based paint; Single Audit Act; and general agreement to comply with all applicable federal laws, executive orders and regulations.

(11) Programmatic Changes: The Applicant will obtain the prior approval of the DPI whenever any of the following actions is anticipated:

- (A) Any revision of the scope or objectives of the project;
- (B) Changes in key persons where specified in the application or grant award;
- (C) A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director;
- (D) Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award;
- (E) Changes in the amount of approved cost-sharing or matching provided by the subrecipient [2 CFR §200.308(c)(1,2,3,6,7)].

(12) Record Retention: In accordance with 2 CFR §200.333(b), this is written notification to the subrecipient that DPI requires an extension to the record retention period for grants addressed in the *General Records Schedule: Wisconsin's Public Libraries and Public Library Systems and Related Records*. For all other grants, the Applicant will ensure records are maintained for a period of at least three years after the end of the project year [2 CFR §200.333]. If any litigation, claim, negotiation, audit, or other action involving the records starts before the end of the period, the records will be retained until completion of the action and resolution of all issues.

(13) Reporting: The Applicant will ensure all required financial and program data is reported to the DPI timely on a schedule established by the DPI [2 CFR §200.302(b)(2)].

(14) Grant Evaluation: The Applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the DPI. Grant evaluation information provided to the DPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates [2 CFR §200.328(b)(1)].

(15) Single Audit: Any entity that expends in total (all sources) \$750,000 or more in federal funds during a fiscal year (July 1–June 30) is required to conduct a single audit [2 CFR §200.501].

(16) Text Messaging and E-Mailing While Driving: The Applicant/ Recipient and their grant personnel are prohibited from text messaging while driving a government-owned vehicle, or while driving their own privately owned vehicle during official grant business, or from using government supplied electronic equipment to text message or e-mail when driving [Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving October 1, 2009].

(17) Time and Effort Supporting Documentation: For costs to be allowable, compensation for personal services must adhere to the Standards for Documentation of Personnel Expenses as identified in 2 CFR §200.430(i)(1). The subrecipient must retain records that accurately reflect the work performed and be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated.

(18) Trafficking in Persons: The grant condition specified in 2 CFR §175.10 includes the following language: "I. Trafficking in persons. 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." A subrecipient is required to inform the federal agency immediately of any information received from any source alleging a violation of this condition. The federal agency may unilaterally terminate this award, without penalty, if a subrecipient is determined to have violated this condition.

(19) Debarment and Suspension: As required by Executive Order 12549 and implemented at 2 CFR Parts 180 and Part 3185, the undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

ASSURANCES (cont'd)

(a) are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) have within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(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 enumerated in paragraph (b) of this certification;

(d) have within a three-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

(20) 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 applicant 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 a federal grant, the making of a federal loan, the entering into of a coopera-

tive 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) 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. State Programs 3 Issued 2/9/2006.

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

(21) Internet Safety: The applicant library is either:

(a) compliant with the Children's Internet Protection Act (CIPA). The applicant library has complied with the requirements of Section 9134(f)(1) of LSTA (which also applies to CARES Act funds) ; or

(b) CIPA requirements do not apply because CARES Act funds are not being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

(22) Equipment: The applicant will not budget for or procure equipment as defined in 2 CFR 200.33 without first requesting approval from the state library administrative agency and obtaining written approval from the state library administrative agency and the Institute of Museum and Library Services.

ASSURANCES SIGNATURE

WE, THE UNDERSIGNED, CERTIFY that the information contained in this application is complete and accurate to the best of our knowledge, that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant. The Authorized Representative of the Applicant Agency is authorized by the Library Board to approve these certifications on behalf of the Applicant Agency.

WE FURTHER CERTIFY that the assurances listed above have been satisfied and that all facts, figures, and representations in this application are correct to the best of our knowledge.

Applicant Agency

Wisconsin Valley Library Service

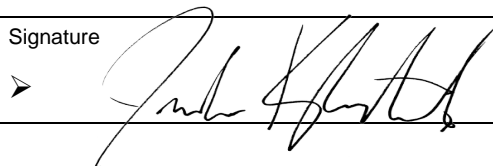
Name of Authorized Representative of Applicant Agency

Joshua Klingbeil

Title of Authorized Representative

Deputy Director, CIO

Signature



Date Signed Mo./Day/Yr.

9/17/2021

PROJECT DESCRIPTION

Briefly describe how the library system and member libraries will use CARES Act funds to prevent, prepare for, and respond to coronavirus by expanding digital network access, purchasing internet accessible devices, and/or providing technical support services.

LEAN WI Partners: IFLS Library System (IFLS), Northern Waters Library Service (NWLS), and Wisconsin Valley Library Service (WVLS) will coordinate with member libraries to finalize the development of a comprehensive implementation plan during July and August 2020. This planning process is focused on garnering a refined understanding of the broad categories of need current surveying has identified and on ensuring that the coordinated system-managed projects benefit members equitably in relation to the Wisconsin Libraries CARES Act Distribution Allocation Tables (https://docs.google.com/spreadsheets/d/11OOWY7_grR39yQGHyEA3PXpFeOOHQNT2kppW_DiGtU4/edit#gid=0) published by the Wisconsin Department of Public Instruction (DPI). Specifically, LEAN WI Partners will coordinate allowable projects for at least 6 public libraries which indicated a desire to self-manage projects and receive reimbursement via subgrants, and will focus on coordination of effort projects for the other 99 libraries related to the priorities indicated thus far (described in more detail in subsequent sections).

Will the library system coordinate purchasing for member libraries, distribute the funds as subgrants to member libraries (the system must ensure compliance with all applicable federal regulations and that funds are spent on necessary, reasonable, and allocable expenditures), or use a combination of disbursement strategies? Please briefly describe.

LEAN WI Partners will use a combination of disbursement strategies. By the time of final draft of this application, 64 (of 105) eligible public libraries responded to a LEAN WI survey asking libraries to prioritize from existing major project ideas including several originating from LEAN WI partner systems and from those listed under the CARES Act Grant Details - Allowable Costs section of the DPI CARES Act Grant Info and Guidelines also published by DPI (https://dpi.wi.gov/sites/default/files/imce/pld/pdf/cares_act_grant_information_and_guidelines.pdf). These responses lead to strong indications of the need to build upon current efforts to improve or expand wireless internet access inside or outdoors adjacent to the libraries and to expand the remote presence capabilities of libraries (for online meetings, virtual programming, safe staff to staff and staff to patron collaboration and support, etc). Of the 64 responses so far, 6 indicated a desire to self-manage locally via subgrant. LEAN WI partners will work with these 6 libraries and DPI to ensure the specific projects are allowable and all necessary grant-related documentation and reporting efforts are satisfied. LEAN WI Partners will work with the other 99 libraries to refine and coordinate one or more specific projects, including local funding supplement per library, to help satisfy expressed needs specifically for each library.

Briefly describe the intended outcome(s) for the library system and member libraries as a result of the CARES Act grant project.

Outcome One: Assist the member libraries which have indicated a preference to self-manage a project as a sub grant award with specification, vetting, and process management. By July 31, 2020, complete subproject consultation and initial planning guidance with these libraries including vetting subproject eligibility with DPI. Follow implementation progress and assist with the reimbursement process within the overall grant timeline.

Outcome Two: Assist the member libraries which have indicated a preference to benefit from system managed projects to maximize the utility of funding allocations for each library. Determine applicability of identified high-priority projects per library, specific quantities of supplies necessary for each project per library, and a procurement and deployment plan to distribute, implement, and functionally support (to the extent feasible) those supplies meaningfully to each library. Complete the finalization of project planning, procurement processes, and implementation of projects as soon as feasible to expedite benefit to the public libraries ensuring project completion within the overall grant timeline.

CARES ACT BUDGET DETAILS (cont'd)

Travel

Select the type of travel expenditure and describe the travel selections in the text box next to the selection. This amount includes all airfare, ground transportation, accommodation (lodging), meals, etc. by the Applicant Agency's staff members only. Do not include travel expenses by a third party.

Reported expenses must be related to the project activities and must be incurred by the applicant agency staff working on the project.

Type of Travel Expenditure	Describe Travel Expenditure Purpose	Number of Travelers	Total Cost – CARES Act Funds Travel Expenditures
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
<Select>	<Describe travel here>		\$0.00
TOTAL			\$0.00

CARES ACT BUDGET DETAILS (cont'd)

Equipment (unit cost greater than \$5,000)

This description includes the types and quantities of supplies/materials acquired. This amount includes all costs for supplies and materials purchased specifically for the project.

The Applicant Agency may request to purchase necessary and reasonable equipment by completing the [LSTA \(also used for CARES Act\) Equipment Approval Request form](#).

MUST OBTAIN APPROVAL FROM DPI AND IMLS BEFORE BUDGETING FOR EQUIPMENT PURCHASES.

Equipment Description	Number of Units	Total Cost – CARES Act Funds Equipment Costs
<<EQUIPMENT HAS A UNIT COST GREATER THAN \$5,000>>		\$0.00
<<EQUIPMENT HAS A UNIT COST GREATER THAN \$5,000>>		\$0.00
<<EQUIPMENT HAS A UNIT COST GREATER THAN \$5,000>>		\$0.00
TOTAL		\$0.00

Services

This description includes the services provided. This amount includes the cost of services provided by a contractor. Databases should be described here and names of contractors included.

Services Description	Total Cost – CARES Act Funds Services Costs
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
	\$0.00
TOTAL	\$0.00

CARES ACT BUDGET DETAILS (cont'd)

Other (Indirect)

This description includes allowable indirect costs incurred by the grantee. Indirect costs are those costs that are not readily identified with the activities funded by the federal grant or contract but are nevertheless incurred for the joint benefit of those activities and other activities and programs of the organization. Examples of indirect costs are general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. The applicant must inform DPI of the decision to recover indirect costs by making a checkbox selection below.

Select one of the following options:	Total Cost – CARES Act Funds Other (Indirect) Costs
<input checked="" type="checkbox"/> Applicant chooses not to include Indirect Costs <input type="checkbox"/> Applicant chooses a rate not to exceed 10% of modified total direct costs and declares the applicant agency is eligible for the 10% rate. <input type="checkbox"/> Applicant has a rate % negotiated with a federal agency. The applicant will submit a copy of the negotiation agreement along with this CARES Act application.	\$0.00
TOTAL	\$0.00

	CARES ACT BUDGET SUMMARY	
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Applicant Agency Wisconsin Valley Library Service	Grant Title CARES Act for Wisconsin Libraries
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CARES Act Budget Category	CARES Act Budget
Salaries/Wages/Benefits	\$111,837.00
Consultant Fees	\$0.00
Travel	\$0.00
Supplies/Materials	\$46,419.00
Equipment (Unit cost is >\$5,000)	\$0.00
Services	\$0.00
Other (Indirect) Rate (not to exceed 10% unless approved by the applicant's cognizant agency) %	\$0.00
TOTAL	\$158,256.00

	JUSTIFICATION FOR CHANGES	
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Complete this section only when revising an approved budget.

Initial primary project concepts proved too broad for feasible adoption and implementation across the 100+ member libraries in our partnership. Confusion around other CARES ACT funding channel (eg. via municipalities and counties) initially led to low response rates on communications seeking reimbursement applications as many library administrators assumed they'd already received funding (rare cases of muni/county using their funding channels for local libraries) or would not be receiving funding since local muni/counties declared their funding channels as allocated to non-library expenses. We were able to secure subaward reimbursement requests or indications of system benefit from just over half of the member libraries. FTE calculations used a cost base of \$25 per hour for an 80 hour period for approximate FTE supported within each system. Totals per system and per library are being gathered for more detailed final reporting of total people and work hours supported by CARES ACT funding.

Supplies/Materials averaging calculations for the purpose of this revision request use the total amounts requested per system divided by the total number of libraries in the system which expressly requested reimbursement for supplies and which maintain expense documentation.

	FOR DPI USE ONLY	
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The DPI Grant Program Coordinator's signature indicates approval of the application and budget.

Signature of DPI Grant Program Coordinator ➤	Date Signed <i>Mo./Day/Yr.</i>
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