LIBRARY SERVICES & TECHNOLOGY ACT GRANT

GUIDELINES

LSTA Application

dosgrants.com

Application Deadline:
July 10, 2026

Florida Department of State
Division of Library and Information Services
R. A. Gray Building, 500 South Bronough Street
Tallahassee, Florida 32399-0250

Application Submission

Applications must be submitted on or before July 10, 2026.

Applications must be submitted on the DOS Grants System at dosgrants.com.

For Assistance and Information

Contact Grants Staff:
850.245.6620 Voice
850.245.6643 Fax
850.922.4085 TDD
Email: GrantsOffice@dos.fl.gov

These Guidelines are also available electronically at: https://dos.fl.gov/library-archives/library-development/funding/lsta/guidelines-applications-and-forms/ and can be made available in alternative formats.

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LIBRARY SERVICES & TECHNOLOGY ACT
GUIDELINES

I. OVERVIEW

The Florida Department of State, Division of Library and Information Services is the state library administrative agency officially designated to receive and administer federal grant funds from the Institute of Museum and Library Services.

The Library Services and Technology Act (LSTA) is the major federal grant program for libraries. The LSTA program, administered by the Institute of Museum and Library Services:

- Is a state-based program.
- Has purposes which focus on information access through technology and information empowerment through special services.
- Emphasizes public libraries but encourages interlibrary cooperation and partnerships among all types of libraries.
- Increases emphasis on accountability and evaluation.
- Is authorized under 20 *United States Code* 9101 et seq., as amended (https://www.govinfo.gov/content/pkg/USCODE-2022-title20/pdf/USCODE-2022-title20-chap72-subchapI-sec9101.pdf) (as of January 2023), incorporated by reference. The general administrative requirements may be found in 45 *Code of Federal Regulations* Part 1183 (https://www.govinfo.gov/content/pkg/CFR-2022-title45-vol4/pdf/CFR-2022-title45-vol4-part1183.pdf) (as of October 2022), incorporated by reference.

Florida's grant program is based on the purposes of LSTA and the needs of Florida residents and libraries. It is developed from the goals and outcomes provided in Florida's Library Services and Technology Act long-range plan, *Florida Libraries Strengthen Communities: Florida's Library Services and Technology Act Plan 2023-2027* (PDF) (dated August 2022) (https://edocs.dos.fl.gov/fldocs/dos/dlis/bld/LSTAplan2022.pdf), incorporated by reference. Grant projects must clearly fit in with both the LSTA purposes and priorities as listed in Section IX and Florida's long-range plan. The Division may identify priorities for funding in a specific year.

II. DEFINITIONS

Audit means the annual audit of the organization for that year, carried out in accordance with requirements of the federal Single Audit Act, 2 *Code of Federal Regulations Part 200, Subpart F – Audit Requirements* (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F) (as of October 2024), incorporated by reference, and Section 215.97, *Florida Statutes,* and generally accepted accounting principles, conducted within nine months of the close of the organization's fiscal year. Audits must be submitted on the DOS Grants System at dosgrants.com.

Catalog of Federal Domestic Assistance (CFDA) is a government-wide compendium of Federal programs, projects, services and activities that provide assistance or benefits to the American public. It contains financial and nonfinancial assistance programs administered by departments and establishments of the Federal government.

The Library Services and Technology Act Grant Program CFDA number is 45.310.

Deliverable means the quantifiable goods or services that must be provided in order to receive payment. Each deliverable must be connected with one or more activities identified and described in the scope of work. Deliverables, along with the scope of work, are included in the grant agreement. Deliverables must be agreed upon by the Division and the grant recipient.

Department means the Florida Department of State.

Division means the Division of Library and Information Services of the Florida Department of State.

Financial consequences means the consequences that will be applied if the grant recipient fails to perform all activities outlined in the scope of work and/or fails to meet the deliverables outlined in the grant agreement. Per Section 287.058(1)(h), *Florida Statutes*, the Division is required to specify a reduction in funding that will be applied if the subrecipient fails to perform all activities outlined in the scope of work and/or fails to meet the deliverables outlined in the grant agreement. Financial consequences are tied to deliverables and each payment.

Florida Accountability Contract Tracking System (FACTS) is the State of Florida's centralized online contract reporting system. All information pertaining to the grant agreement will be available on the FACTS system and viewable by the public. This includes the grant agreement, payment information, deliverables, performance metrics, grant award and audit information. FACTS is online at facts.fldfs.com.

Florida Library Information Network (FLIN) is the statewide cooperative network for interlibrary loan and resource sharing. FLIN was established in 1968 so that all Florida residents could have access to information and materials held in Florida's libraries. Membership includes libraries of all types. FLIN participation, policies, protocols and procedures are described in *The FLIN Manual*. *The FLIN Manual* (09-2025), incorporated by reference, is available free of charge from Director, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399-0250 or online at https://dos.fl.gov/library-archives/library-development/digital/resource-sharing/flin/.

A list of FLIN member libraries is available at https://dos.fl.gov/library-archives/library-development/digital/resource-sharing/flin/.

Grant Agreement means a written document setting forth the terms and conditions under which a grant is provided to an applicant by the Department, including the rights and responsibilities of each party to the agreement, which is approved and signed by the Department and an authorized representative of the applicant. The LSTA Grant Agreement (form DLIS/LSTA01, effective 09-2025), incorporated by reference, will

be sent to the library along with the grant award notification. The grant agreement will include a scope of work and project deliverables.

Indirect Costs are costs incurred by an organization that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples of indirect costs include payments for general telephone service, postage, office supplies, office space expenses, and administrative or financial operations for an entire organization. Indirect costs are authorized under 2 *Code of Federal Regulations* Part 200.414 (https://www.ecfr.gov/current/title-2/section-200.414) (as of October 2024), incorporated by reference. For more information on the indirect cost rate that can be used, see Section XII, Grant Administration.

Noncompliance means the subrecipient is not following Florida Statutes, rules, the terms of the grant agreement, Florida Department of State policies and guidance, local policies, or other applicable laws. For the consequences that result from noncompliance, see Section XII, Grant Administration.

Performance measures provide the criteria for evaluating the successful completion of each deliverable.

Performance metrics describe the documentation to be used to prove the deliverable has been met.

Performance standards describe the acceptable level of services to be performed or products to be delivered.

Project funds include both grant and matching funds, as applicable.

Project Summary is a brief overview of the project, including a description of the target audience, the needs to be addressed and how the project will meet those needs. A project summary is not the same as a scope of work.

Scope of Work is a description of the specific work to be performed under the grant agreement in order to complete the project. It is not the same as the project summary but provides more detail and is typically broken down into specific activities with deadlines. The scope of work must be agreed upon by both the Division and the grant recipient.

State Library Council is a nine-member group appointed by the Secretary of State, authorized by Section 257.02, *Florida Statutes*. The State Library Council duties are to advise and assist the Division with planning, policy and priorities related to the development of statewide information services. The State Library Council serves as the review panel for LSTA applications.

Unique Entity Identifier (UEI) is a number that the federal government uses to track how federal money is distributed and is required for all organizations that receive federal funding. This number should be for your organization's governing body, which is the same organization that the Division signs a grant agreement with. Examples of governing bodies include county commissions, city councils and governing boards. Many organizations already have a UEI number, which was assigned based on the organization's DUNS number. The UEI can be obtained by registering in SAM.gov for financial assistance.

III. ELIGIBILITY

Florida libraries and nonprofit organizations primarily related to the provision or support of library services are eligible to apply for LSTA funds. Nonprofit organizations must be qualified or registered pursuant to Chapter 617, *Florida Statutes,* and be in good standing. Good standing means a nonprofit organization has current certificate of status from the Florida Department of State, Division of Corporations.

Organizations must not be in noncompliance status with any previously awarded Department of State grant.

Organizations must not owe the Department funds at the time of application in connection with a previous grant received from any division of the Department of State, for which the organization has been notified of the Department's determination that a refund of grant funds is required.

To receive a grant:

A. The library's services program must be headed and administered by a librarian who has completed a library education program accredited by the American Library Association and who is employed by the entity's governing body; and

B. The library must agree to make their resources available to the public either onsite or by participation in the Florida Library Information Network (FLIN). Circulation of the library's collection to the public is not a requirement of making collections available to the public; however, the public must be allowed to enter the library to use its resources. Participation in FLIN means that the library must have a letter of agreement on file with the Division of Library and Information Services to make the library's resources available via interlibrary loan to other libraries.

For purposes of Florida's grant program, a library is defined as an organized collection of information resources with paid staff and regularly scheduled hours for being open to the public, that is legally established and is supported in whole or in part with public funds, or makes its collections available to the public either directly or through the Florida Library Information Network (FLIN).

Partnerships or cooperative efforts on projects may occur among all types of libraries. The library that administers the project should submit the application. For example, if the partnership includes an academic library and a public library, and the public library will administer the project, then the application should be submitted by the public library. If the academic library is to administer the project, the application should be submitted by the academic library.

The following entities are eligible to apply for LSTA funds:

Public libraries. Public libraries are all libraries eligible to receive State Aid to Libraries grants, or city, county or nonprofit association-funded libraries that provide free library services to their legal service areas. This category also includes state-supported institutions and Native American tribal libraries.

Unless otherwise provided for, the administrative unit of a consolidated or cooperative public library coordinates and applies for grants on behalf of member or branch libraries. Grant agreements will be made with the governing body of the public library cooperative for projects implemented by member libraries. Grant applications may be for the entire library system, an individual branch or member library, or for some other portion of the organization.

The headquarters of a library system or cooperative must submit the application. The project can be for the entire system, an individual branch or for some other portion of the organization, but only the headquarters can submit the application. For example: if the project will benefit one county in a multi-county cooperative, the director of the multi-county cooperative must submit the application on behalf of the county library.

Correctional institution libraries that are not a part of the Florida Department of Corrections or privately operated correctional facilities must meet the basic eligibility requirements under Sections III – A and B to receive a grant. Applications from correctional institution libraries administered by the Florida Department of Corrections must be coordinated through and administered by the central office of the Department of Corrections. Department of Children and Families libraries must also meet the basic eligibility requirements under Sections III - A and B to receive a grant.

Public elementary, secondary or charter school libraries. Unless otherwise provided for, the county school board coordinates and applies for grants on behalf of public elementary, secondary and charter school libraries. Grant agreements will be made with the county school board for projects implemented by libraries in a school district. Grants may be for a single member or multiple members of a school district. To be eligible to receive a grant, the district media coordinator or contact must meet the requirements provided in Section III - A. When the district media coordinator or contact does not meet the eligibility requirements, grant applications may be submitted in partnership with another school district or another type of library that meets all of the eligibility requirements.

Academic libraries. Academic libraries include public state universities, state or community colleges and private post-secondary education libraries. The academic support organization for the public colleges and universities is also included in this category. To be eligible to receive a grant, the library must meet the basic eligibility requirements under Sections III - A and B to receive a grant.

Library consortium. Eligible library consortia in Florida are the five multitype library cooperatives: Northeast Florida Library Information Network, Panhandle Library Access Network, Southeast Florida Library Information Network, Southwest Florida Library Network and Tampa Bay Library Consortium. To be eligible to receive a grant, the library director must meet the basic eligibility requirements under Section III - A to receive a grant.

Special libraries. Special libraries include information resource centers located at publicly supported government agencies, museums, hospitals, associations and other

organizations with specialized information needs. Special libraries also include research libraries which makes library services and material suitable for scholarly research that are not otherwise available to the public and who are not an integral part of an academic institution. At least 50 percent of the agency's operating funds must come from public governmental sources. To be eligible to receive a grant, the library must meet the basic eligibility requirements under Sections III - A and B to receive a grant.

Other organizations serving libraries. An organization that strengthens and supports libraries, such as Friends of the Library organizations or Foundations. The organization must be a not-for-profit corporation, qualified or registered pursuant to Chapter 617, *Florida Statutes,* and in good standing. Unlike the other organizations listed above, the project manager must be a librarian who has completed a library education program accredited by the American Library Association. The project manager does not need to be employed by the applicant organization. After an award has been granted to the applicant organization, the project manager shall provide their credentials. Projects funded with LSTA funds to these organizations must be open to staff of any Florida library or allied organization and not limited to members of the organization.

IV. TIMELINE

June 1, 2026	Announcement of application submission period in *Florida Administrative Register* and via email.
June 1 – July 10, 2026	Division staff assistance and consultation available to applicants.
July 10, 2026, 5 p.m. Eastern	Applications due. Applications must be submitted on the DOS Grants System at dosgrants.com on or before this date.
Summer 2026	Grants Office and Division staff review of applications.
To be determined	State Library Council preliminary review of applications.
To be determined	State Library Council application review and funding recommendation meeting.
To be determined	Secretary of State review and approval.
To be determined	Applicants notified whether or not they will receive a grant.
Agreement executed date	Projects begin.
May 15, 2027	Mid-year reports due

September 30, 2027	Ending date of FFY 2026-2027 projects. All project funds must be expended by this date.
November 1, 2027	Final Reports due for FFY 2026-2027 projects. Final Reports must be submitted on the DOS Grants System at dosgrants.com on or before this date.

V. APPLICATION SUBMISSION

Application Submission. Applications must be submitted electronically on the DOS Grants System at dosgrants.com.

If a library or organization is not listed in the DOS Grants System, the library or organization may be added by contacting the Division of Library and Information Services at GrantsOffice@dos.fl.gov or 850.245.6620.

Applications must be submitted by the library or organization director or a person designated by the director with the authority to submit an application.

Number of Applications. There is no limit to the number of applications a library or organization may submit. However, libraries or organizations must prioritize all applications submitted. Capability to implement a project and the track record of previously implemented projects will be considered as factors in awarding grants. Each library or organization should assess its ability to implement multiple grants before submitting applications.

Number of Years of Project Funding. There is no limit on the number of years that a project may be funded. Applications are evaluated and grants awarded on a single year basis. However, a library's or an organization's track record – including effectiveness of evaluation – will be taken into account for projects requesting multiple years of funding.

Grant Award Amounts. Available grant funds will be awarded to projects that are the most competitive and that most appropriately help the state meet the goals and outcomes outlined in Florida's Library Services and Technology Act long-range plan.

For competitive projects, there is no minimum or maximum amount of grant funds that must be awarded. For statewide projects, funding recommendations cannot be reduced more than 5% from the amount requested. For both types of projects, funding cannot be for more than is requested. The amount of grant awards will be determined each year based on the availability of funds and the evaluation of applications according to established program priorities and criteria for evaluation of applications.

VI. APPLICATION

The following information should be provided in the application. The application must be submitted on the DOS Grants System at dosgrants.com.

Applicant Information. Provide general information related to the applicant and application, including:

- Organization information.
- Organization director contact information.
- Project manager contact information.
- UEI Number.
- Internet Safety Education Program implementation status.
- Rural Economic Development Initiative eligibility status.

Project Information. Provide overall project information, including the application priority, targeted user groups, project service area and project summary.

Introduction. Provide an overview of the applicant and establish who is applying for funds. The information provided in questions 1 - 5 should be answered for the applicant listed on the project information section.

If the project is being implemented by an outlet, member or specific subset of the organization, the information in questions 1 - 5 can be provided for the specific subpart as a part of the response to question 6.

1. Where is the applicant located geographically?
   Indicate where the applicant is located. For example: indicate county or region of state; county where a municipality is located, etc.

2. How many staff members does the applicant have?
   Include the number of full-time staff, part-time staff and volunteers.

3. How many service outlets does the applicant have?
   Give the number and additional information if necessary.

4. How many registered borrowers does the applicant have?
   The response can be a number or a more detailed explanation if necessary. Multitype library cooperatives and other organizations serving libraries can indicate zero as they do not have actual registered borrowers.

5. What is the governance of the applicant?
   Describe how the applicant is a part of the overall organization. For example, a department of county or city government, a special tax district, etc.

6. Provide any additional information about the applicant to set the context for the project. Include influences affecting the organization or community. For example: a

large seasonal population influx, special collections, community or economic influences. If there is no information to be provided, indicate “Not Applicable.”

Need. The need defines the problem to be solved by the project and the targeted population to be served by the project. The need makes a case for funding the project. Provide information for each of the following questions:

1. Size of the target population.

   Provide the number of people that the project is intended to reach.

2. Who is the target population?

   Provide information on the characteristics, statistics, relative comparisons or other demographics of the group of people to be served by the project.

3. What are the unmet needs of the target population?

   Describe why this group of persons is being targeted for service and what their needs are as related to the project. This could include information on education levels, access to resources, the community situation, or factors such as a seasonal population increase, unemployment, etc.

4. How are the target population's needs not being met by the library or other community services?

   Provide information on the current conditions which prevent the applicant or other organizations from meeting the target population's needs. This could include information on the collection, staffing, resources, etc.

5. How does the project relate to the applicant’s long-range plan or enhance the mission of the organization?

   Indicate the applicable sections of the long-range plan of the organization that the project supports. The entire long-range plan does not have to be included.

6. Additional factors for consideration.

   If applicable, include any additional information to provide context for the need for the project. If this project has had any previous activity or funding, either locally or from LSTA or other grants, provide a current status of the project and its results to date. If there is no information to be provided, indicate “Not Applicable.”

Partners. Project partners are outside agencies or organizations who will be working in partnership on the project for the mutual benefit of the applicant and partner. Vendors under contract are not usually considered to be project partners.

List each partner's name and describe their roles in the project. If there are no partners, indicate “Not Applicable.”

Activities. Identify each Key Activity area. For each area, provide:

- Activity name.

- A narrative of the activity and what will be done.
- The outputs that will be measured for each activity.
- A list of resources needed.

Additional Project Information. Provide information on:

- A detailed overall timeline of all the proposed project activities. If desired, the timeline can be in the form of a Gantt or other chart. To find out more about a Gantt chart, see https://www.gantt.com.
- Plans to promote and publicize the entire project. Indicate who will be responsible for carrying out the publicity activities and how the target audience will be informed about the project.
- Plans to continue or sustain the project once grant funding ends.
- Information related to digital images, if they are to be produced during the project.

Evaluation. Provide who is responsible for the evaluation activities and when the activities will occur. If funded, Division staff will work with grant recipients to develop a detailed evaluation plan appropriate to the project and in line with state and federal requirements.

Budget. Provide details on the proposed expenditures of all project (grant and matching) funds.

The budget explains and justifies the LSTA and matching funds required to implement the project. It should be clearly related to project activities. Each section of the budget is comprised of two required parts: the budget detail and budget narrative of the proposed amounts.

For each amount listed in the budget detail, the budget narrative should show how the amounts were calculated, for both grant and matching (if applicable) funds, i.e., include calculations, unit costs or breakdown of costs.

Matching funds must be at least one third of the total grant. Match does not have to be a line item or section match; it is an overall total amount of matching funds.

Local matching funds are local funds used for match excluding any federal grant funds.

The Division will utilize the information provided by the applicant in the application when developing the scope of work and deliverables for use in the grant agreements of the approved projects.

Certifications and Attachments. Provide the required certification forms as applicable.

1. Debarment Form. All applicants must complete this form to certify that the organization has not been deemed ineligible to receive federal funding. The form (as of January 2024, form dated June 1988), incorporated by reference, is available at

https://dos.fl.gov/library-archives/library-development/funding/lsta/guidelines-applications-and-forms/.

2. Federal Funding Accountability and Transparency Act (FFATA). The form (as of January 2024), incorporated by reference, is available at https://dos.fl.gov/library-archives/library-development/funding/lsta/guidelines-applications-and-forms/. All applicants must complete this form. The FFATA Act requires that information on federal awards and executive compensation be made available to the public through a single searchable website, www.USASpending.gov.

3. Internet Safety Certification Form. The form (as of January 2024), incorporated by reference, applies only to public libraries and is available at https://dos.fl.gov/library-archives/library-development/funding/lsta/guidelines-applications-and-forms/. This form certifies CIPA (Children's Internet Protection Act) Compliance.

4. Lobbying Activities Form. Complete this form if your organization lobbies Congress for the passage of any federal act or law, or if your organization pays for a lobbyist to lobby Congress. The form (as of January 2024, form dated July 1997), incorporated by reference, is available at https://dos.fl.gov/library-archives/library-development/funding/lsta/guidelines-applications-and-forms/.

5. Trafficking in Persons. This form certifies that the organization is in compliance with federal law pertaining to trafficking in persons (22 *USC* Chapter 78 Section 7104). This requirement only applies to private entities as defined in 2 *CFR* Section 175.300. The form (as of October 2024), is available at https://dos.fl.gov/library-archives/library-development/funding/lsta/guidelines-applications-and-forms/.

6. Certificate of Status. A current certificate of status from the Florida Department of State, Division of Corporations must be provided. This requirement only applies to not-for-profit organizations who do not receive Library Cooperative Grant funding. The Certificate of Status can be obtained from the Florida Department of State, Division of Corporations and is available at https://dos.fl.gov/sunbiz/manage-business/certification/certificate-status-efile/.

7. MLS Certification Form. This form (Form DLIS/LSTA02), incorporated by reference, certifies that the person who heads and administers the organization's library services program has completed a library education program accredited by the American Library Association. Complete this form if your organization does not receive State Aid to Libraries or Library Cooperative Grant Funding.

8. Support Materials. Add any attachments that are applicable to your application (optional).

9. Electronic Payments. A Vendor Direct Deposit form should be completed annually and submitted directly to the Department of Financial Services so that your organization can receive grant funds via electronic funds transfer (EFT). If your organization has already submitted a form to DFS in the current calendar year, this form does not need to be resubmitted. This form is available at

https://www.myfloridacfo.com/division/aa/vendors/. **Do not submit the form to the Division, it must be submitted directly to the Department of Financial Services as specified on the form.**

VII. MATCHING FUNDS

If a project requests less than $10,000 ($0-$9,999) in grant funds, no matching funds are required. All other projects must provide local matching funds that equal a minimum of one-third (1/3) of the amount of federal funds requested or awarded. A library in a county or community with rural status may request a waiver of the match requirements at the time of the grant application in compliance with Section 288.06561, *Florida Statutes.* Statewide projects coordinated by the Division may have the matching requirement waived.

Matching funds may be in-kind or cash contributions. Expenditure of funds by partners on project-related activities may be used as match. The expenditures must be documented and reported.

Matching funds may not be used on more than one project.

Matching funds must be related specifically to the project.

Matching fund expenditures may only be made during the project period. Funds expended before or after the project period may not be used as match.

The following may not be used as match for grants:

- Other federal grant funds.
- Volunteer time. Volunteer time may only be used to show support for the project as a part of the Inputs section of the application. It may be shown as number of full-time equivalents or hours spent in support of a project.

VIII. ASSISTANCE FROM THE DIVISION

Grant program and grant-writing workshops and webinars may be offered to provide assistance with developing an LSTA application. Division staff are available to assist with development of grant applications, discuss grant ideas, assist with evaluation design, review draft applications and offer advice throughout the application development period. Drafts may be submitted directly to Division staff for review and feedback. A draft can be sent at any time prior to the application deadline. Drafts should be as complete as possible to allow staff to provide a more thorough and comprehensive review.

Post Grant Award: Division staff will work with grant recipients to create a complete evaluation plan based on the project needs, objectives and activities, and the Florida's Library Services and Technology Act long-range plan.

IX. TYPES OF PROJECTS

Florida's grant program is based on the purposes of LSTA and the needs of Florida residents and libraries. It is developed from the goals and outcomes provided in Florida's Library Services and Technology Act long-range plan. Projects must clearly fit in with both the purposes and priorities of LSTA and Florida's long-range plan (https://edocs.dos.fl.gov/fldocs/dos/dlis/bld/LSTAplan2022.pdf) (dated August 2022), incorporated by reference.

LSTA allows funds to be expended for the following types of programs and services (20 *USC* Chapter 72 Section 9141 (https://www.govinfo.gov/content/pkg/USCODE-2022-title20/pdf/USCODE-2022-title20-chap72-subchapII-part2-sec9141.pdf) (as of January 2024), incorporated by reference:

- Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individuals' needs for education, lifelong learning, workforce development and digital literacy skills.
- Establishing or enhancing electronic or other linkages and improved coordination among and between libraries and entities for the purpose of improving the quality of and access to library and information services.
- Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership and to advance the delivery of library and information services.
- Enhancing efforts to recruit future professionals to the field of library and information services.
- Developing public and private partnerships with other agencies and community-based organizations.
- Targeting library services to individuals of various geographic, cultural and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.
- Developing library services that provide all users access to information through local, state, regional, national and international collaborations and networks.
- Carrying out other activities consistent with the purposes of this act set forth in 20 *USC* Chapter 72 Section 9121 (https://www.govinfo.gov/content/pkg/USCODE-2022-title20/pdf/USCODE-2022-title20-chap72-subchapII-sec9121.pdf) (as of January 2024), incorporated by reference, which are specified below, removing duplication from Section 9141:
    - Promoting continuous improvement in library services in all types of libraries in order to better serve the people of the United States.

- Facilitating access to resources in all types of libraries for the purpose of cultivating an educated and informed citizenry.
- Encouraging resource-sharing among all types of libraries for the purpose of achieving economical and efficient delivery of library services to the public.
- Promoting literacy, education and lifelong learning and enhancing and expanding the services and resources provided by libraries, including those services and resources relating to workforce development, 21st century skills and digital literacy skills.
- Ensuring the preservation of knowledge and library collections in all formats and enabling libraries to serve their communities during disasters.

In designing projects, applicants are encouraged to explore innovative and creative ways to deliver services to their identified population and, when applicable, to establish and nurture partnerships and use technology to meet the needs of users.

The Division may identify priorities for funding in a specific year.

The Division may initiate statewide projects to address special needs and opportunities that implement objectives and activities of the long-range plan. When applicable, eligible grant recipients will be notified of application availability, program information, guidelines and timelines.

When applications are submitted, they will be placed into one of two categories by Division staff for review and funding recommendation:

- **Statewide**. These applications are for projects that directly support statewide programs or services. There are two types of statewide projects:

    1. Regionally administered training programs from the multitype library cooperatives.

        Division staff will provide the applicants with a maximum amount of funding for which they can apply for each regionally administered training program.

    2. All other projects that directly support statewide programs or services.

        Division staff will provide the applicant with a maximum amount of funding for which they can apply for each statewide project.

    The Division reserves the right to determine when a statewide project will no longer be funded. If such a determination is made, the Division will provide the notice of discontinuance to the subgrantee that administers the impacted program no later than June 30, 2027. In the next grant cycle, which will become the final year of the project, the subgrantee shall receive the same grant amount it was awarded in the previous year.

If a subgrantee determines that it no longer wishes to continue a statewide project, the Division should be notified no later than the pending application due date for the next grant cycle, so that a determination can be made to move the project to another eligible organization or to end the project with the current funding year.

- **Competitive**. These applications do not support a statewide program or service.

X. FUNDING DECISION PROCESS

The application funding decision process is accomplished in three phases:

1. ***Grants Staff Review***. Upon receipt by the Division:

   - Grants staff reviews applications for eligibility and completeness. If an application is found to be incomplete, the applicant will be notified of the identified deficiencies and will be given an opportunity to submit information or documentation to render the application complete. If the identified deficiencies are not corrected by the established deadline, the application will be declared ineligible. When applications are declared ineligible, applicants will be notified of their ineligibility.

   - Points for implementation of an Internet safety education program are determined for competitive project applications. (See Section XI, Application Review.)

2. ***LSTA Application Review Meeting.*** The State Library Council serves as the review panel and makes funding recommendations on all grant applications submitted by eligible organizations. The application review will be held during a public meeting. The Division strongly encourages applicants to participate in the grant panel meeting, however, it is not required. Participation instructions will be emailed to applicants and posted on the Division's website. Participation can be in person or virtually.

   The total amount of funding that will be available for the LSTA application awards will be allocated by the Florida Legislature in the General Appropriations Act.

   The panel review and funding process will take place in two parts, a Statewide Project Application Review and a Competitive Project Application Review. The review and actions will take place in this order:

   a. Statewide Project Application Review

   Statewide projects will be reviewed but not scored by the panel.

   Individual panel members will review statewide project applications prior to the meeting. Each statewide project application will be reviewed and discussed individually by the panel during the meeting. During the meeting, prior to discussing an individual project, the applicant will have the opportunity to provide a verbal update of the application. Applicants will also be given an opportunity to answer

questions asked by panel members during the discussion of the individual project. The panel will make recommendations of funding amounts for each application.

- The panel can recommend revisions or changes to applications as a condition for funding.
- The panel cannot recommend more funding than is requested for each project.
- The panel may choose to reduce up to five percent (5%) from each statewide project.

Once the funding recommendations are finalized for the statewide projects, the funding recommendations for statewide projects will be locked and no further funding adjustments or revisions to the grant will be made by the panel.

Division staff will determine how much funding remains after the statewide project funding recommendations are completed and present this amount to be read aloud at the panel meeting. If residual funds are available, the panel will go to Competitive Project Application Review.

b. Competitive Project Application Review

Competitive projects will be reviewed by the panel in two rounds

1. Scoring Round

Individual panel members will review and score each competitive application prior to the meeting. Initial panel member scores must be entered into the DOS Grants System at dosgrants.com no later than one week before the panel meeting.

Each competitive application will be reviewed and discussed individually by the panel during the meeting. During the meeting, prior to discussing an individual project, the applicant will have the opportunity to provide a verbal update of the application. Applicants will also be given an opportunity to answer questions asked by panel members. Panel members will have an opportunity to modify and/or finalize their scores during the meeting. After discussion of each project, each panel member will voice their final score on the application. The official score is the one voiced at the meeting.

Once the finalized scores are received from the panelists, each application score will then be averaged. The averaged scores will not include points for the Internet safety education program. The average of the individual panelist's scores will be rounded to three decimal places.

Competitive projects that score at or above 60 points will be considered by the panel for funding recommendations. Those applications that receive an average score below 60 will not be considered further for funding.

Once the average scoring has been completed, Division staff will add the Internet safety education points, as applicable, to the average score and will provide a list to the panel, ordered by score, for all projects scoring at or above 60 points.

2. Funding Round

The panel will make a recommendation of a funding amount for each application, totaling up to the amount of remaining grant authority allocated by the Florida Legislature in the General Appropriations Act after funding recommendations were finalized for the statewide projects.

- Funding recommendations can be from $0 up to the full amount of the funding request.
- The panel can recommend revisions or changes to applications as a condition for funding.
- The panel cannot recommend more funding than is requested.
- The panel can determine the final funding recommendation for each project in various ways such as fully funding from the highest scored application until all of the funds are allocated, percentage funding for all applications, or any other method chosen by the panel.

3. ***Secretary of State Review***. The panel funding recommendations are submitted to the Secretary of State for final review and approval. The Secretary of State has the final authority to approve, amend or deny funding recommendations and to award grants.

   Upon completion of the application review process, applicants are notified whether or not their application was approved for funding. Results of the evaluation of grant applications are available upon request after the review process is complete.

XI. APPLICATION REVIEW

Applications will be reviewed individually by each panel member on how clear, complete and appropriate the information provided is.

An application can receive review points as outlined below:

	Points
Project Need	30
Project Impact	30
Project Implementation	30
Internet Safety Education (Public Libraries only), assigned by the Division	9
Total	**99**

APPLICATION REVIEW RUBRIC

Each application will be reviewed by individual State Library Council members for clarity, completeness and appropriateness as pertaining to the project impact, implementation and budget categories. The point values will be determined using the scoring rubric below:

Project Need	
Criteria	**Possible Points (30 max)**
Describes who is applying for funding. If the applicant is part of a larger organization, information should be provided on both the applicant and the larger organization.	3
Describes the target population. The description includes information on the characteristics, statistics, relative comparisons or other demographics of the group to be served. It should include information such as education levels, access to resources, community situations such as poverty level, race and unemployment, as applicable to the target population.	5
Describes the unmet need of the target population.	5
Describes how the need was determined, including how and what input was collected from the target population on the specific need.	5
Describes what conditions have prevented the applicant or other organizations from meeting the unmet need.	2
Builds a case for the project activities.	5
Includes information, statistics and/or anecdotal examples that document facts, support arguments, show interrelationships and demonstrate participation and support for the project. This information should be substantiated.	3
Assesses how the project fits within the applicant's mission and goals.	2

Project Impact	
Criteria	**Possible Points (30 max)**
Describes the benefit of the project on the target audience.	10
Describes a solution that is appropriate to address the identified need of the targeted population.	20
Project Implementation	
Criteria	**Possible Points (30 max)**
Provides a detailed description of the activities to be performed from the beginning to the end of the project.	10
Is a logical and appropriate process of implementation.	2
Includes a realistic timeline for project implementation.	2
Provides evidence that the project is feasible and achievable within the project period.	2
Includes an adequate and appropriate publicity plan for the project.	2
The resources described for the project are appropriate and sufficient to carry out the project.	2
A budget for the project that is realistic. All grant and matching funds must be related to the project activities being performed.	8
A budget that shows how all grant and matching amounts were calculated.	2

Internet Safety Education **0 or 9 points**

Points for implementation of an Internet Safety Education program are determined and assigned by Division staff at the time of the Grants staff review. These points cannot be changed by panel members.

Either 0 or 9 points will be awarded to each applicant. All of the criteria must be met in order to receive the 9 additional points. These points can only be awarded to public libraries.

A public library shall receive 9 additional points, in accordance with Chapter 257.12 (3), *Florida Statutes*, if:

(1) It has adopted an interactive and age-appropriate Internet Safety Education program which has been endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization and is designed for children and adults. The purpose of the Internet Safety Education program is to promote the use of prudent online behavior and broaden awareness of users concerning online predators; and

(2) The annual number of persons who complete the library's program equals one percent or more of the total number of the library's registered borrowers from the preceding year.

The number of persons who complete the Internet Safety Education program and the number of registered borrowers of each library shall be reported in the library's Annual Statistical Report Form for Public Libraries. Participants completing the program as a result of strategic partnerships or collaboration between the library and other entities may be included in the annual report. A library that has not submitted an Annual Statistical Report should contact Division staff prior to the application deadline.

XII. GRANT ADMINISTRATION

Accessible Programs and Services. Grant recipients are required to make their services and programs accessible in compliance with the Americans with Disabilities Act of 1990 (ada.gov), incorporated by reference.

Recipients of LSTA grant funds are also required to comply with Title VII of the 1964 Civil Rights Act (eeoc.gov/laws/statutes/titlevii.cfm) (as of January 2024), incorporated by reference. Title VII and its implementing regulations provide that no person shall be subjected to discrimination on the basis of race, color or national origin under any program or activity. This includes English language for persons with Limited English Proficiency (LEP), which can provide a barrier to accessing important benefits or services, understanding and exercising important rights, complying with applicable responsibilities or understanding other information provided by federally funded programs and activities. Grant recipients must have appropriate and reasonable language assistance measures designed to address the needs of persons with limited English proficiency as required by Executive Order 13166 (gpo.gov/fdsys/pkg/FR-2000-08-16/pdf/00-20938.pdf) (dated August 16, 2000), incorporated by reference. For additional guidance on these requirements, see neh.gov/grants/manage/neh-

policy-guidance-title-vi-prohibition-against-national-origin-discrimination-it (as of January 2024), incorporated by reference.

Acknowledgement of Federal Support. When your organization issues statements, press releases, requests for proposals, bid solicitations and other documents describing your programs funded in whole or in part with federal money, you must clearly state all of these:

1. Percentage and dollar amount of the total costs of the program or project which will be financed with federal government money.
2. Percentage and dollar amount of the total costs of the project or program financed with state government money.
3. Percentage and dollar amount of the total costs of the program or project financed with local government money.
4. Percentage and dollar amount of the total costs of the program or project financed with other non-governmental money.

This statement must be made in addition to the Acknowledgement of Grant Funding (see next section).

Acknowledgement of Grant Funding. Both the Institute of Museum and Library Services (IMLS) and the Division of Library and Information Services require public acknowledgement of LSTA grant funding for activities and publications supported by grant funds. Any announcements, information, press releases, publications, brochures, videos, webpages, programs, etc., created as part of an LSTA project must include an acknowledgment that LSTA funds were used to create them.

Use the following text:

"This project was funded under the provisions of the Library Services and Technology Act from the Institute of Museum and Library Services. Florida's LSTA program is administered by the Department of State's Division of Library and Information Services."

This statement must be made in addition to the Acknowledgement of Federal Support (see previous section). You must include an acknowledgment of IMLS support in all grant products, publications and websites developed with IMLS funding. Acknowledgment should include the credit line, with grant number, and the IMLS logo, where space permits. Posters or brochures about IMLS-funded programs and projects may also include the IMLS logo. Online products, publications and websites must link to the IMLS website, www.imls.gov, include the IMLS logo and/or the credit line or boilerplate.

Audit. An audit that is in compliance with requirements of the federal Single Audit Act, 2 *CFR* 2 Subpart F – Audit Requirements (https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-F) (as of October 2024), incorporated by reference, and Section 215.97, *Florida Statutes,* must be submitted within nine months following the end of the grant period and close of the organization's fiscal year. If a subgrantee is not required by law to conduct an audit in accordance with the Florida Single Audit Act or the federal Single Audit Act, it must submit a Financial Report on its operations pursuant to Section 218.39, *Florida Statutes,* within nine months of the close of its fiscal year. The audit must be submitted on the DOS Grants System at dosgrants.com.

Cybersecurity. The Division and the Grantee will take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the subrecipient considers sensitive and is consistent with applicable Federal, State and local laws regarding privacy and responsibility over confidentiality.

Digitization Projects. Digitization projects supported by project funding will be required to:

- Be harvestable by the Sunshine State Digital Network using their required protocol. More information is found at sunshinestatedigitalnetwork.wordpress.com (as of January 2024), incorporated by reference.
- Have all rights and permissions as required under current law to create and make available to the public the content of the items that are planned to be digitized. The Division reserves the right to request rights and permissions and documentation.
- Follow the Technical Guidelines for Digitizing Cultural Heritage Materials –Third Edition (dated May 2023) (digitizationguidelines.gov/guidelines/FADGI%20Federal%20%20Agencies%20Digital%20Guidelines%20Initiative-2016%20Final_rev1.pdf) incorporated by reference.
- Include copyright information at the item level using the rights statements found at rightsstatements.org/en/documentation/#use-by-cultural-heritage-institutions (as of January 2024), incorporated by reference.

Equipment Purchased With Grant Funding. Before the grant recipient can purchase any equipment with a purchase price of more than $10,000 (per item), the Division must request approval from the Institute of Museum and Library Services. The grant recipient will be notified once the approval has been obtained. The Division and Grantee are responsible for maintaining and updating equipment records once approval has been given by IMLS and a purchase has been made.

Grant Agreement. A grant agreement must be signed by both the grant recipient's governing body and the Department of State, Division of Library and Information Services before any grant payments can be requested. The Grant Agreement (Form DLIS/LSTA01, effective 09-2025), incorporated by reference, will be sent to the library after the grant award notification. The grant agreement will include a scope of work and project deliverables. The scope of work and project deliverables will have been agreed upon by the grant recipient and the Division before the agreement is sent to the library.

Grant Evaluation. The Division will work with grant recipients to create a complete evaluation plan based on the project needs, objectives and activities, and Florida's Library Services and Technology Act long-range plan.

Grant projects that include the activities of: (a) Instruction-Program, (b) Content-Acquisition or Content-Creation, or (c) Planning and Evaluation, which benefit the library workforce or the general public, must be evaluated using outcome-based assessment questionnaires (surveys). Recipients will be required to provide documentation indicating incorporation of

these questions into their evaluation process in the project deliverables and then report the results in the Final Report.

When to Survey Library Services and Technology Act Project Participants:

		Beneficiary	
		Library Workforce	**General Public**
Activity	Instruction	Yes If A Program	Yes If A Program
	Content	Yes If Acquisition or Creation	No
	Planning & Evaluation	Yes	No
	Procurement	No	No

Outcomes Questions that must be used by Activity and Beneficiary:

Instruction (Program) – Library Workforce

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- Applying what I learned will help improve library services to the public.

Instruction (Program) – General Public

- I learned something by participating in this library activity.
- I feel more confident about what I just learned.
- I intend to apply what I just learned.
- I am more aware of resources and services provided by the library.
- I am more likely to use other library resources and services.

Content (Acquisition or Creation) – Library Workforce

- I am satisfied that the resource is meeting library needs.
- Applying the resource will help improve library services to the public.

Planning & Evaluation – Library Workforce

- I believe the planning and evaluation addresses library needs.
- I am satisfied with the extent to which the plan or evaluation addresses library needs.
- I believe the information from the plan or evaluation will be applied to address library needs.

Procurement

• N/A

Response options: Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree (or Non-response).

These are the core areas that need to be covered. However, recipients are free to ask any additional questions that they feel will help measure the program's success.

Grant Payments. Grant awards will be paid in up to five payments. Payments will be made upon satisfactory completion of the deliverables specified in the grant agreement: For five payments, funds will be distributed as follows:

- Payment one will be 25% of the grant amount. The subgrantee can request payment upon satisfactory completion of deliverables.
- Payment two will be 25% of the grant amount. The subgrantee can request payment upon satisfactory completion of deliverables.
- Payment three will be 25% of the grant amount. The subgrantee can request payment upon satisfactory completion of deliverables.
- Payment four will be 20% of the grant amount. The subgrantee can request payment upon satisfactory completion of deliverables.
- Payment five will be 5% of the grant amount. The subgrantee can request payment upon satisfactory completion of deliverables.

Payment Requests and supporting documentation must be submitted on the DOS Grants System at dosgrants.com.

Interest earnings. If any interest is earned on grant funds, the total amount of interest earned during the project must be reported as a part of the final report and returned to the Department of State. Make payments payable to the Department of State and mail to: Florida Department of State, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399-0250.

Noncompliance. Any grant recipient that is not following Florida statutes or rules, the terms of the grant agreement, Florida Department of State (DOS) policies and guidance, local policies or other applicable law, or that has not submitted required reports or satisfied other administrative requirements for other Division of Library and Information Services grants or grants from any other DOS Division will be in noncompliance status and subject to the DOS Grants Compliance Procedure. DOS Divisions include the Division of Arts and Culture, the Division of Elections, the Division of Historical Resources and the Division of Library and Information Services. Grant compliance issues must be resolved before a grant award agreement may be executed and before grant payments for any DOS grant may be released.

Notification of Grant Award. The Notification of Grant Award is used to advise applicants of the amount of their grant award for the applicable fiscal year. On the notification, the project to be funded is listed along with the award amount, Catalog of Federal Domestic

Assistance (CFDA) number, and any special project-related comments or instructions. This form should be maintained as a part of the official project files.

If a project is funded, the applicant must submit an Application Change Request on the DOS Grants System that addresses any conditions or requirement listed in the Notification of Grant Award, if applicable, prior to signing a grant agreement with the Department of State, Division of Library and Information Services.

Prohibition of Expenditures to a Library Association. Expenditure of project funds (grant funds and local match funds) must not be used for an activity related to a library association. This prohibition does not apply to expenditure of project funds related to a library cooperative that receives state moneys under Sections 257.40-257.42, *Florida Statutes*. The Grantee shall perform all acts in strict conformity with all applicable local, state and federal laws and regulations. The Grantee shall be in strict conformity with all applicable local, state and federal laws and regulations.

Project Period. The project period shall begin upon execution of the grant agreement and end on September 30, 2027. The Subgrantee shall obligate or expend project (grant or matching) funds during the project period. All project funds must be paid out by the project ending date, September 30, 2027. No costs incurred after the ending date of the project period shall be allowed.

Record Retention. Financial records, supporting documents, statistical records and all other records, including electronic storage media pertinent to the project, shall be retained through June 30, 2034. If any litigation or audit is initiated or claim made, the records shall be retained until June 30, 2034 or five fiscal years after the litigation, audit or claim has been completed and all issues arising from it have been resolved, whichever is later.

Refunds. Any unexpended grant funds or interest earnings must be returned to the Department of State. Make payments payable to the Department of State and mail to: Florida Department of State, Division of Library and Information Services, 500 South Bronough Street, Mail Station #9D, Tallahassee, Florida 32399-0250.

Reports

Mid-Year Report. A mid-year report for project accomplishments, expenditures and use of evaluative data is due May 15, 2027. This report must be submitted on the DOS Grants System at dosgrants.com.

Change Request. Prior to the start of the project, or at any time during the grant cycle, the Division or the organization may request to make changes to the project. Changes can be made to the outcomes, scope of work, equipment to be purchased, key personnel, expenditures or deliverables. Request for permission to revise the project is done by submitting an Application Change Request (prior to the execution of the grant agreement) or a Change Request in the DOS Grants System at dosgrants.com.

Changes within a budget category that accumulate to less than ten percent (10%) of the award may be made without submitting a Change Request. However, all significant budget changes should be discussed with the Division. Changes within a budget category

that are more than ten percent (10%) of the award require a Change Request. Moving project funds from one budget category to another requires submission of a Change Request.

Approval must be obtained from the Division before any changes are implemented. Approval will be granted for changes that are consistent with the intent of the approved project. Project revisions must be submitted using the Change Request in the DOS Grants System at dosgrants.com. Change Requests may necessitate an amendment to the grant agreement.

Final Report. A final report for the project is due November 1, 2027. This report provides accomplishments, the required evaluation of the impact of the project and a financial accounting of expenditures. This report must be submitted using the DOS Grants System at dosgrants.com.

Total Compensation Paid to Non-Profit Personnel. Per Section 216.1366, *Florida Statutes*, all non-profit organizations as defined in Section 215.97(2)(m), *Florida Statutes*, shall complete and return to the Division within 30 days of the execution of the grant agreement the "Total Compensation Paid to Non-Profit Personnel Using State Funds" report, incorporated by reference, which shall satisfy the requirement to provide documentation that indicates the amount of state funds:

i. Allocated to be used during the full term of the agreement for remuneration to any member of the board of directors or an officer of the contractor.

ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the contractor. The documentation must indicate the amounts and recipients of the remuneration.

Non-Profit organization grantees shall complete a Total Compensation Paid to Non-Profit Personnel report for each required filer for the invoice period covered by the Payment Request.

The subgrantee shall post their reports on their website, and the public agency shall make the reports available to the public on the internet.

Per Section 216.1366(3)(b)3, *Florida Statutes*, "state funds" are defined as funds paid from the General Revenue Fund or any state trust fund, funds allocated by the Federal Government and distributed by the state, or funds appropriated by the state for distribution through any grant program.

Training of Staff. LSTA funded training provided for staff of libraries or allied organizations must be open to staff of any Florida library or allied organization. Training cannot include activities prohibited under federal or state laws.

Use of Project Funds. Federal grants, such as the LSTA grants, have limitations on what items and services may be purchased using project funds (grant or local match). Some items and services are "allowable costs," meaning that they may be purchased using project funds, while others are not. Examples of some of the more common uses of project funds and

whether they are allowable or not may be found at the Division's website at https://dos.fl.gov/library-archives/library-development/funding/lsta/manage/costs/.

Expenditures shall be in compliance with the state and federal guidelines for allowable project costs. State guidelines for allowable costs are outlined in the Department of Financial Services' *Reference Guide for State Expenditures* (as of October 2022), incorporated by reference, which is available online at myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf?sfvrsn=b4cc3337_2. Federal guidelines for allowable costs can be found at https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E in 2 *CFR*, Part 200, *Subpart E – Cost Principles* (as of October 2024), incorporated by reference.

In general:

Project funds are designed for direct support of services and programs for the target audience.

Project funds may be used for evaluation related costs.

Project funds may be used to assist in making technology and information resources available for persons with disabilities.

If project funds are used for travel expenses, they must be paid in accordance to the provisions of Section 112.061, *Florida Statutes.*

Grant funds may be used for indirect costs. There are four options for indirect costs in the LSTA application:

1. Use a current indirect cost rate already negotiated with a federal agency (2 *CFR* 2 §200.414(e)).
2. Use an indirect cost (provisional) rate proposed to a federal agency but not yet approved (2 *CFR* 2 §200.414(e)).
3. Any non-Federal entity that does not have a current negotiated (including provisional) rate may elect to charge a de minimis rate of 15% of modified total direct costs (MTDC) which may be used indefinitely (2 *CFR* 2 §200.414(f)).
4. Do not include any indirect costs.

When determining the amount that can be charged to indirect costs, the modified total direct costs amount (MTDC) must be used as the amount of funds that the indirect costs are calculated against. The MTDC is the direct costs of the project minus certain exclusions. A list of exclusions that cannot be a part of the MTDC are in 2 *CFR* §200.68. A subgrantee can only claim up to the first $50,000 of a subaward as MTDC.

Project funds may not be used for:

1. Construction. Project funds may not be used to build, remodel or expand library facilities. However, they may be used to retrofit a building to accommodate technologies (e.g., wiring).

2. Audits. If the grant recipient's governing entity has received less than $1,000,000 in federal funds, LSTA grant funds may not be used to cover audit costs.
3. Food. Although food may be served at a program paid for with grant funds, the food may not be purchased with project funds.
4. Vehicles. Project funds may not be used for the purchase or continuous lease of motor vehicles.
5. Any activities prohibited under federal or state laws.

Whistleblower Protections. An employee of a subrecipient must not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in 41 U.S.C. 4712(a)(2) information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. The subrecipient must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712. See statutory requirements for whistleblower protections at 10 U.S.C. 4701, 41 U.S.C. 4712, 41 U.S.C. 4304,10 U.S.C. 4310 and *Florida Statute* Section 112.3187.

CHAPTER 257, Florida Statutes

PUBLIC LIBRARIES AND STATE ARCHIVES

257.12 Division of Library and Information Services authorized to accept and expend federal funds. –

(1) The Division of Library and Information Services of the Department of State is designated as the state library administrative agency authorized to accept, receive, administer, and expend any moneys, materials, or any other aid granted, appropriated, or made available by the United States or any of its agencies for the purpose of giving aid to libraries and providing educational library service in the state.

(2) The Division is authorized to file any accounts required by federal law or regulation with reference to receiving and administering all such moneys, materials, and other aid for said purposes; provided, however, that the acceptance of such moneys, materials, and other aid shall not deprive the state from complete control and supervision of its library.

(3) All public libraries are encouraged to adopt an Internet Safety Education program, including the implementation of a computer-based educational program, which has been endorsed by a government-sanctioned law enforcement agency or other reputable public safety advocacy organization and is designed for children and adults. The purpose of the Internet Safety Education program is to promote the use of prudent online deportment and broaden awareness of online predators. The program must be interactive and age-appropriate. Each library shall annually report to the Division the annual number of program participants who complete the Internet Safety Education program. By April 1, 2010, the Division shall adopt rules for rewarding those libraries in the program grant application process which have had 1 percent or more of their annual number of program participants, based on the total number of registered borrowers from the preceding year, complete the Internet Safety Education program adopted by the library. Program participants completing the program as a result of strategic partnerships or collaboration between the library and other entities shall be integrated into the library's annual report. The Division shall adopt rules to allocate 10 percent of the total points available in the library services and technology grant application evaluation process to public libraries that are in compliance with this section, beginning with the grant application cycle for the 2011-2012 fiscal year.

History.–ss. 1, 2, ch. 26976, 1951; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 18, ch. 86-163; s. 4, ch. 2005-207, s. 1, ch. 2009-194.

257.14 Division of Library and Information Services; rules. – The Division of Library and Information Services has authority to adopt rules pursuant to ss. 120.536(1) and 120.54 to implement the provisions of this chapter.

History.–s. 2, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 3, ch. 83-24; s. 19, ch. 86-163; s. 46, ch. 98-200.

257.15 Division of Library and Information Services; standards. – The Division of Library and Information Services shall establish reasonable and pertinent operating standards under which libraries will be eligible to receive state moneys.

History.-s. 3, ch. 61-402; s. 4, ch. 63-39; ss. 10, 35, ch. 69-106; s. 21, ch. 69-353; s. 2, ch. 72-353; s. 3, ch. 83-24; s. 20, ch. 86-163.

Florida Administrative Code

1B-2.011 Library Grant Programs.

(1) This rule provides procedures for library grant programs administered by the Division of Library and Information Services (Division). Each program shall be governed by guidelines which contain information on eligibility requirements, application review procedures, evaluation and funding criteria, grant administration procedures, if applicable, and application forms. All grant awards shall be subject to final approval by the Secretary of State.

(2) Applicants for grants shall meet the eligibility and application requirements as set forth in the following guidelines for each grant program:

(a) State Aid to Libraries Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-18527, effective 09-2025, which contain guidelines and instructions; Certification of Credentials – Single Library Administrative Head (Form DLIS/SA01), http://www.flrules.org/Gateway/reference.asp?No=Ref-18529, effective 09-2025; Grant Agreement (Form DLIS/SA02), effective 12-2024; Annual Statistical Report Form for Public Libraries (Form DLIS/SA03), http://www.flrules.org/Gateway/reference.asp?No=Ref-18530, effective 09-2025; Certification of Hours, Free Library Service and Access to Materials (Form DLIS/SA04), http://www.flrules.org/Gateway/reference.asp?No=Ref-18532, effective 09-2025.

(b) Public Library Construction Grants Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-18533, effective 09-2025, which contains guidelines and instructions; and Public Library Construction Grant Agreement (Form DLIS/PLC01), http://www.flrules.org/Gateway/reference.asp?No=Ref-18535, effective 09-2025.

(c) Library Cooperative Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-18538, effective 09-2025, which contains guidelines, instructions, and the Annual Statistical Report Form for Multitype Library Cooperatives (Form DLIS/LCG01), effective 09-2025; Grant Agreement (Form DLIS/LCG02), http://www.flrules.org/Gateway/reference.asp?No=Ref-18541, effective 09-2025; and the Florida Library Information Network Manual http://www.flrules.org/Gateway/reference.asp?No=Ref-18542, effective 09-2025.

(d) The Library Services and Technology Act Grant Guidelines, http://www.flrules.org/Gateway/reference.asp?No=Ref-18543, effective 09-2025, which contains guidelines and instructions, Library Services and Technology Act Grant Agreement (Form DLIS/LSTA01), http://www.flrules.org/Gateway/reference.asp?No=Ref-18544, effective 09-2025, MLS Certification (Form DLIS/LSTA02), http://www.flrules.org/Gateway/reference.asp?No=Ref-18545, effective 09-2025, and Certification Regarding Trafficking in Persons (Form DLIS/LSTA03), http://www.flrules.org/Gateway/reference.asp?No=Ref-18546, effective 09-2025.

(3) Guidelines and forms in this rule are incorporated by reference and may be obtained from the Director of the Division, Florida Department of State, Division of Library and Information Services, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250.

(4) The Division of Library and Information Services will waive the financial matching requirements on grants for rural communities that have been designated in accordance with Sections 288.0656 and 288.06561, F.S. Eligible communities applying for Library Services and Technology Act grants and Library Construction grants must request waiver of matching requirements at the time of grant application.

Rulemaking Authority 257.14, 257.191, 257.192, 257.24, 257.41(2) FS. Law Implemented 257.12, 257.15, 257.16, 257.17, 257.171, 257.172, 257.18, 257.191, 257.192, 257.195, 257.21, 257.22, 257.23, 257.24, 257.25, 257.40, 257.41, 257.42 FS. History–New 1-25-93, Amended 7-17-96, 4-1-98, 2-14-99, 4-4-00, 12-18-00, 11-20-01, 3-20-02, 1-9-03, 12-28-03, 11-16-04, 2-21-06, 2-21-07, 1-24-08, 4-1-10, 4-21-10, 4-10-12, 12-25-13, 7-8-14, 4-7-15, 7-12-16, 7-6-17, 4-30-18, 11-19-18, 7-1-19, 3-17-20, 2-27-22, 5-4-23, 12-22-24, 9-10-25.