



The Library of Congress

Of the People:
Widening the Path:
Connecting Communities Digital
Initiative –
Artist or Scholar in Residence

Notice of Funding Opportunity 030ADV23R0033 – Year 2

Amended July 21, 2023

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A. PROGRAM DESCRIPTION

The Library of Congress is excited to announce a Notice of Funding Opportunity (Notice) to award two awards for up to \$90,000 each in support of the creation of new scholarly and/or artistic works that 1) imaginatively study, experiment with, and/or critique the Library's digital collections, materials and/or services; and 2) center on the lives, experiences and perspectives of Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islander, and other communities of color in the United States. For this Notice, the United States includes all 50 U.S. states, the District of Columbia, Puerto Rico, Northern Mariana Islands, Guam, American Samoa, and U.S. Virgin Islands.

Please note that the resulting award will be subject to the Library of Congress Regulation (LCR) 7-310 (Grants and Cooperative Agreements) and provisions of [2 CFR 200](#) (Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards) as indicated.

A.1 Background

About the Library of Congress

The Library of Congress, located in the Capitol Hill neighborhood in Washington, D.C., is the largest library in the world, with millions of books, recordings, photographs, newspapers, maps and manuscripts, and more. The Library has three main buildings on Capitol Hill in Washington D.C. (Adams, Jefferson and Madison), which house physical collections, reading rooms, exhibition spaces, auditoriums and offices, as well as an office on Taylor Street, Washington DC (National Library Service for the Blind and Print Disabled – NLS) and the Packard Campus for Audio-Visual Conservation in Culpeper, Virginia.

The Library's mission is to engage, inspire, and inform Congress and the American people with a universal and enduring source of knowledge and creativity. For decades, the Library has dedicated significant resources to digitizing its collections and, more recently, collecting materials that are already digital, such as websites, memes, emails and computer programs. The [Library's website](#) is the central site for finding digital collections. Research guides on specific subjects can be found at [guides.loc.gov](#). For more ways to connect with the Library of Congress via social and other media, visit [loc.gov/connect](#).

About the Connecting Communities Digital Initiative

Connecting Communities Digital Initiative (CCDI) is part of [Of the People: Widening the Path](#), a multi-year initiative that creates new opportunities for more Americans to engage with the Library of Congress. Through CCDI, the Library of Congress funds three programs: Libraries, Archives and Museums; Higher Education Institutions; and Artist or Scholar in Residence. The notices for the Libraries, Archives and Museums (030ADV23R0035) and Higher Education Institutions (030ADV23R0034) can be found on [grants.gov](#).

A.2 Purpose

The purpose of this program is to offer artists and/or scholars the time, space and money to study, and experiment with and/or critique the Library's digitized and born-digital materials and services. This study, experimentation, and critique is in service of the technological and

social possibilities that can come from centering on one or more of the following groups: Black, Indigenous, Hispanic, Asian American or Pacific Islander, and/or other communities of color in the United States. We welcome projects that explore gender, sexuality, class, color, ability, and more among one or more of the above groups. We define artists or scholars broadly. They include (and are not limited to) visual artists, conceptual artists, dancers, journalists, cultural critics, independent scholars, academic scholars, and cultural heritage practitioners, including librarians.

Through the establishment of this CCDI residency, the Library will support artists and/or scholars to undertake scholarly and/or artistic projects connecting their own expertise and research interests to the Library of Congress digital collections and services. The project should result in public-facing artistic work or scholarship that will expand our imaginations both within and outside of the Library.

Proposals should explain how the artists or scholars would approach the digitized collections, born-digital materials, and/or digital services in the Library. While there is tremendous flexibility in the form that artist or scholar in residence projects might take, common to all projects must be deep engagement with digital collections, materials, and/or services available at the Library of Congress that will have a meaningful public impact.

The artists and/or scholars in residence will be provided funding for one year, which will encompass approximately 1-3 months of building relationships and refining project plans, and the remaining months to complete their projects. Award recipients will be expected to refine their project plans and engage with the Library during the first 1-3 months to help shape the production or creation of the full project during the remaining months.

The following list of examples is meant to inspire, and not limit, the possibilities for what successful awards might include:

- Development of a new application, interface, digital exhibition, publication, or re-curated collection
- A series of public events that inform and engage the U.S. public
- Research using digital Library materials leading to the development of books, peer-reviewed articles, e-books, digital materials, or other artistic and scholarly materials
- A series of podcasts
- Documentary film
- Maps, visualizations, or other computer-generated representations of Library materials
- Digital tools for accessing, remixing, or re-imaging cultural heritage materials
- Mashups of Library content and materials held in other archives
- A dynamic paper discussing technical approaches to uncovering stories using new technologies or approaches
- A series of public talkbacks to the Library's digital collections, materials, services, and practices
- A dance performance or play that uses Library materials for storytelling
- A series of cooking demonstrations that highlight cultural foodways using the Library's digital collections
- A mixed reality experience that layers annotations on physical exhibits at the Library

- A demonstration of the advantages and limitations of using artificial intelligence models to augment the Library's digital collection search experience

A.3 Program Expectations and Deliverables

A.3.1 Artistic or Scholarly Project

The artist or scholar in residence should design, develop, and implement a project that studies, experiments with, and/or critiques the Library's digitized collections, born-digital materials, and/or services that center on one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American or Pacific Islander, or other communities of color. We welcome projects that explore gender, sexuality, class, color, ability, and more among one or more of the above groups.

A.3.2 Time at the Library

During the first 1-3 months of their residency, the artist or scholar in residence will be expected to visit the Library for at least 10 cumulative days in person to meet staff, utilize Library of Congress resources, and to participate in occasional CCDI activities.

A.3.3 Outreach and Engagement

The artist or scholar in residence will be expected to engage with both Library staff and the public during their residency. This must include at least **two** public engagements.

A.3.4 Participate in Summer Fuse

The artist or scholar in residence must attend and present their work at Summer Fuse, CCDI's summer symposium, either virtually or in-person at the Library. Participation in Summer Fuse does not count as one of the two required public engagements. In-person attendance at Summer Fuse is not required. For applicants who plan to attend in-person, they should include travel expenses to Washington, D.C. for two (2) days in the Travel section of the Budget Plan Workbook and Budget Narrative. See [Section D.5.2.1](#) below.

A.3.5 Deliverables

Regular award reporting as described in [Section F](#) below.

A.4 Overview of Selection Process

The Library will use a panel review process to evaluate all eligible and complete applications, as described in [Section E](#) below. Panelists are professionals in the Library and/or fields with relevant knowledge and expertise in the types of project activities identified in the application. The selecting official will review panel recommendations and make final funding decisions consistent with the purposes of the program's mission and goals.

Applications will be evaluated primarily for:

- Advancement of program goals
- Feasibility of project plans and outcomes
- Alignment of applicant background and experience
- Reasonableness of costs and likelihood that budget will support project execution

B. FEDERAL AWARD INFORMATION

Federal Agency Name:	Library of Congress (Library)
Opportunity Title	Of the People: Widening the Path: <i>Connecting Communities Digital Initiative – Artist or Scholar in Residence</i>
Opportunity Number	030ADV23R0033
Period of Performance	12 months
Application Submission Deadline	August 7, 2023 at 2:00 PM Eastern Time
Questions Submission Deadline	July 27, 2023 at 2:00 PM Eastern Time
Expected Start Date:	Not before 11/21/2023. Not after 12/31/2023.
Estimated Funds Available and Number of Awards	The Library's intention is to make up to two awards of up to \$90,000 each. Actual awards may be less than \$90,000. The Library may choose to make no awards or more than two awards.
Funding Instrument Type	Cooperative Agreement

The Library reserves the right to select for award any, all, part, or none of the proposals received in response to this Notice of Funding Opportunity (Notice). Additionally, the Library may modify the schedule or program areas by amending this Notice. The amendments will be posted in the same space as this Notice. It is the responsibility of the applicant to be aware of the amendments by regularly checking the [website](#).

Applicants cannot recover expenses for proposal/application preparation or submission from any awards resulting from this Notice.

C. ELIGIBILITY INFORMATION**C.1 Eligible Applicants**

Eligible applicants must be individuals who are U.S. citizens or Permanent Residents based in any of the 50 U.S. states, the District of Columbia, territories, and commonwealths (Puerto Rico, Northern Mariana Islands, Guam, American Samoa, U.S. Virgin Islands). Eligible applicants must propose a project that must be conducted within the United States or U.S. commonwealth or territory.

C.2 Other Eligibility Information

- An eligible applicant may submit only one application under this announcement.
- Successful applicants cannot reapply in subsequent years for the same project.
If you applied in Round 1 and were not successful in your application, you can apply again with the same project.
- Organizations and institutions are *not* eligible under this announcement. They are encouraged to apply under the related notices for the Libraries, Archives and Museums (030ADV23R0035) and Higher Education Institutions (030ADV23R0034) awards.

- **This opportunity is only open to individuals.** An applicant that is planning to engage partners, consultants, collaborators and/or service providers (Third Parties), as described below, must include all such related costs in the Budget Plan Workbook and Budget Narrative Plan. However, the applicant is responsible for all work that will be completed under the award agreement and the Library will have no contractual relationship with Third Parties.
- To be eligible, projects must involve original scholarly or artistic production that will have a public impact. This award is not intended to support research projects undertaken for the completion of university degrees, and the Library will not support such projects.
- Late, incomplete, or ineligible applications will not be considered for funding under this Notice.
- The Library will notify an applicant if their application will not be reviewed due to a determination of ineligibility.
- An individual that submits an application may be disqualified if the individual or any principal has, within the past five years, been subject to a finding of fault or conviction in a Federal or state criminal, civil, or administrative proceeding in connection to the award to or the performance of a Federal award or contract.

C.3 Cost Sharing

Cost sharing is not allowed under this Notice of Funding Opportunity (Notice).

D. APPLICATION AND SUBMISSION INFORMATION

D.1 Agency Point of Contact

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

D.2 Questions and Answers/Webinars

Questions and Answers

All questions relating to this Notice must be submitted via email to LOC-grants@loc.gov no later than the date stated in [Section B](#). Applicants with problems submitting via email can request assistance until **3:00 PM Eastern Time on August 4, 2023**.

The subject of each e-mail must read as follows: **Notice 030ADV23R0033 – Of the People Widening the Path – Connecting Communities Digital Initiative - 2023.**

Answers will be provided in an online Questions and Answers document hosted at <https://www.loc.gov/programs/of-the-people/represent/artist-scholar-in-residence/>. Questions received after the due date described above may not be answered.

Please note that the Library **does not** provide feedback on individual project proposals for this funding opportunity.

Webinars

The Library will offer a pre-recorded webinar to share information about this Notice on the [Artist or Scholar in Residence application page](#). The Library will also host an online webinar to answer questions about this Notice. The webinar will be held on the following date:

- Thursday, June 1, 2023: 3pm-4pm EST, noon PST ([Registration link](#))

All questions and answers addressed in this session will be posted on <https://www.loc.gov/programs/of-the-people/represent/artist-scholar-in-residence/>.

D.3 Application Package and Submission Requirements

All applications must be submitted electronically by email in English, submitted on the due date at the time specified in [Section B](#) above, provide budget and cost information in U.S. dollars, and must meet the specifications of this Notice. See [Section D.6. Email Submission Requirements](#) for detailed information. All applications must be submitted via email as described in this notice. Applications submitted to grants.gov will not be accepted.

By signing the SF-424 form and submitting the application documents, the applicant assures and certifies that the applicant will comply with the policies and statutes outlined in [Section G. Federal Award Administration](#) and all related Library regulations.

Applicants should use the checklist provided with this Notice to ensure that they complete all required documents.

D.4 System for Award Management (SAM.gov)/Vendor Survey Form

To receive an award from the Library, successful applicants will need to be registered in a federal system that supports the payment process. Although the Library prefers applicants to register on SAM.gov, applicants can also complete a Vendor Survey Form (VSF) that will be provided during the award process **to successful applicants only**. For the VSF you will be required to provide the following information:

- Name, Address, Phone Number
- Social Security Number or TIN number
- Financial Institution Name, Address, Phone Number, Routing ABA Number, Account Number, Account Title, Type of Account (Corporate Checking, Personal Checking)

If you chose to register on SAM.gov, the process is described in [Appendix A](#). SAM.gov registration or the VSF **must** be completed before an award is made. An award will not be given to an applicant without a completed VSF or SAM.gov registration by the time it is awarded.

Note: If you have an existing SAM.gov registration under a personal LLC, you may request payments to be made to your LLC (provided it is listed as “active” on SAM.gov). You do not need to set up a new entity in order to receive payment from the Library.

D.5 Content and Format of Applications

Review all content and format information before beginning an application, referring to instructions as needed.

D.5.1 Proposal Narrative and Format

Applicants must provide a proposal narrative using the template attached to this notice. The proposal narrative should include a cover page, narrative, and appendices as described below. The main body of the proposal must not be longer than 8 double-spaced pages in 11-point font. (Note: The 8-page limit does **not** include the Cover Page or Appendices.) The proposal and any necessary appendices or supporting documents must be combined into one file.

Applicants must submit electronic files of the proposal narrative in Microsoft Word or PDF format.

The Proposal Narrative must include the following sections:

A. Cover Page:

- Working title of proposed project
- Applicant's name, phone number, mailing and email addresses
- Unique Entity ID (SAM) and/or EIN/TIN, as applicable
- Date of submittal

B. Proposal Narrative Details:

See template provided for additional information. Applicants must complete all sections of the template.

C. Appendices

- (i) A full CV and/or portfolio for the applicant, and a brief resume for each additional individual identified
 - For project staff not known by name by the application deadline, applicant should provide a position description that identifies the qualities, range of experience, and education necessary to successfully implement and complete project activities.
- (ii) Any additional example of prior work, relevant links, and background information as applicable. Letters of recommendation are **not** required under this Notice.
- (iii) Other information described in Section D.5.1.1 below as applicable.

D.5.1.1 Other Information – As Applicable

If any of the following special circumstances are relevant to your specific circumstances, you must include certain information as an attachment to your proposal. List under “Other Information – [Insert Name of the Relevant Section].”

A. Conflict of Interest Disclosure

Recipients must notify the Grants Officer (GO) immediately in writing of any conflict of interest that arises during the life of their Federal award, including those reported to them

by any sub-recipient under the award. The term employee means any individual engaged in the performance of work pursuant to the Federal award. Recipients may not have a Federal employee as a key project official, or in any other substantial role related to their award, whose participation will put them out of compliance with the legal authorities addressing Government employment restrictions. The Library will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a potential conflict exists. If it does, the Library will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Library may result in any of the remedies described in [2 CFR 200.339 Remedies for Noncompliance](#), including termination of the award.

B. Finding of Fault or Convictions in Past 5 Years

If, within the past 5 years, the applicant or any principal has been subject to a finding of fault or conviction in any Federal or state criminal, civil, or administrative legal proceeding in connection to the award to or the performance of a Federal award or contract, then you must provide an explanation. The explanation should include information about each proceeding, namely:

- **Instrument.** This is the type of proceedings instrument, such as U.S. Federal issued contract, U.S. Federal issued award/assistance instrument, State issued contract, and State issued award.
- **State.** The state where proceeding occurred.
- **Instrument Number.** The official number of the proceeding as assigned by instrument.
- **Type of Proceeding,** i.e., Administrative, Criminal, or Civil.
- **Disposition,** either Conviction / Finding of Fault or Other acknowledgment of fault.
- **Description of the Proceeding.** A comprehensive description (approx. 500 words) of the proceeding.

C. Overlap or Duplication of Effort Statement

Applicants must provide a complete description of overlaps or duplications between this proposal and any other federally funded project or application in regards to activities, costs, and time commitment of key personnel, as applicable. In the description, you should:

- Identify when that proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.
- Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and end the statement with “We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the Library of Congress in this application, we will immediately notify the Library of Congress point of contact identified in this Funding Opportunity in writing.”

D. Applications with Proprietary Data

The Library may share award applications, work products, and reports with Library employees, external reviewers, or the general public to further the mission of the agency. Therefore, the Library discourages inclusion of proprietary data or information in applications. However, if a proposal contains information that constitutes a trade secret,

proprietary commercial or financial information, or similar confidential information, the Library will handle such information in accordance with applicable law and provided that the information is clearly marked by the applicant. Note that any funded proposal will be considered an integral part of the award and normally will be made available to the public upon request and in accordance with applicable law.

Applicants who include propriety data must mark the cover page with the following: "This application includes marked proprietary data that must not be disclosed, duplicated, used, or disclosed for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, and disclose the data. This restriction does not limit the U.S. Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets {insert sheet numbers}." Additionally, the applicant must mark the specific data it wishes to restrict with the following: "Use or disclosure of this data is subject to the restriction on the title page of this application."

D.5.2 Budget Narrative and Plan

Applicants must complete and provide two documents for the budget. The dollar amounts in both documents must match.

1. **Budget Plan Workbook** (Excel Workbook – Attached to Notice): Applicants must complete the attached Excel Workbook (note there are Worksheets/tabs for various costs categories). Applicants must provide detailed costs for all items that will be funded under the project.
2. **Budget Narrative** (Microsoft Word Document – Attached to Notice): Applicants must complete the attached Microsoft Word document that shows a clear connection between the required budget items in the Budget Plan Workbook and the project plan. The Budget Narrative is distinct from the Project Narrative and should not exceed four (4) pages, double-spaced, and 11-point font.

D.5.2.1 Budget Items

- A) All items in the budget must be necessary to accomplish the project objective, allowable according to Federal cost principles, auditable, and incurred during award period.
- B) Applicants must explain program and administrative costs (including any cost calculations not otherwise identified) to show that project costs are reasonable and will support a successful outcome for the project.
- C) The Budget Narrative should also identify any item of cost that requires prior approval under the Federal cost principles. See [2 CFR 200.407](#).
- D) Dollar amount(s) referenced in Budget Plan Workbook and in the Budget Narrative should be equal.
- E) Provide details and explain **Indirect Costs** (if applicable) assigned to the project.

Indirect costs are expenses incurred for common or joint objectives that cannot be easily allocated to a particular project, such as centralized administrative services, utilities, general insurance, local telephone service, or the salaries of the management and administrative personnel of the organization. See 2 CFR part 200 for additional guidance. If using indirect cost rates, they may not exceed 15%. (Note: the Library of Congress does not adhere to the indirect cost rates negotiated by other federal agencies pursuant to OMB regulations).

F) Provide details and explain **Direct Costs** as described below:

Category (see 2 CFR 200.1 for specific definitions of terms used here)	In the Budget Narrative	In the Budget Plan Workbook
Salaries, Wages, and Benefits: Describe the people/positions that will be involved in the project, including their pay rates or calculation of wages and stipends.	<u>Project Staff</u> - Identify the people and/or positions (include descriptions for each position) that will be paid with project funds. Describe their role in the project, their pay rate (salary) or calculation of the wages for each person (price/hour, number of hours) and identify relevant benefits rates (if applicable). - If applicant is requesting award funding for salaries of permanent staff, explain the reason for the request and how the regular duties of the individuals will be performed during the award period of performance.	1. Enter project personnel salaries, wages and fringe benefits. 2. List the title and purpose of each position to be compensated under this project. 3. Explicitly explain how each personnel salary/hourly rates/number of hours aligns with the project narrative and supports the project's goal(s) in the "Purpose of Position" section. 4. Enter the amounts of time, such as hours or percentage of time to be expended by each position under this project (e.g., 75%, or 30 hours per week) and provide total salary for the person.
Travel: A description of any travel costs, including transportation, lodging, and per diem. For all travel costs, applicants must follow the requirements stated in 2 CFR §200.475 .	For each trip, describe the project participants involved, the expected start and end dates, point of origin and destination, the purpose and expected outcomes of the trip, and explain how you arrived at the dollar amount citing	1. List the travel activities and costs for each individual. 2. Explicitly explain the purpose of the travel activity and how each travel activity supports the project's goal(s) in "Purpose of Travel Activity" section. 3. List travel expenses for participant(s) to attend all meetings or

	specific examples of relevant costs. Please use the General Service Administration's Per Diem Tool for estimating travel expenses within the continental United States. (For rates to Alaska, Hawaii, and U.S. Territories, see the Department of Defense website . For international travel rates, see the State Department website .)	visit various sites if it is not virtual (REQUIRED). 4. Provide an itemized budget breakdown of travel costs (airfare, hotel, per diem, local travel, conference fees, number of travelers and the number of days for each traveler). 5. Calculate and enter the total cost for each travel activity for full term of the agreement.
Equipment: Costs of equipment purchased specifically for the proposed project. Equipment is generally tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds \$5,000 . See also 2 CFR 200.313 .	Identify the purpose of any budgeted equipment and explain how you arrived at the dollar amounts. Detail the number and unit cost for each item. Provide vendor quotes or price lists as an appendix along with the application as needed. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source.	1. List each type of equipment. 2. Describe the purpose of each piece of equipment and how it supports the project's goal(s) in the "Purpose of Equipment" section. 3. Provide the estimated unit cost for each item to be purchased. 4. Calculate and enter the total cost for each equipment.
Supplies: Costs of supplies and materials purchased specifically for the proposed project. Supplies are tangible personal property other than equipment (See also 2 CFR 200.314).	Identify the purpose of any budgeted supplies and explain how you arrived at the dollar amounts. Detail the number and unit cost for each item. Provide vendor quotes or price lists as an appendix along with the application as needed.	1. List materials and supplies by nature of expense or general category (e.g., instructional materials and office supplies). 2. Provide an itemized budget breakdown of costs for materials and supply items. 3. Calculate and enter the total cost for each supply purchase.

<p>Contractual: Costs of each third party that will undertake specific project activities such as partners, consultants, collaborators and/or service providers. (See also 2 CFR 200.331(b) (Contractors).)</p>	<p>List the project activities to be undertaken by third parties for the project.</p> <p>Identifying each third party by name, describing their role in the project, and the nature of their relationship with the applicant.</p> <p>Explain costs for third parties and provide relevant supporting documents as an appendix along with the application.</p> <p>Explain the purpose of each contractual product or service and how it supports the project's goal(s) in the "Purpose of Product of Service" section.</p>	<ol style="list-style-type: none"> 1. Include all costs specifically incurred with actions that the applicant takes in conjunction with an established internal procurement system (Required). 2. Include consultant fees, expenses, and travel costs in this category if the consultant's services are obtained through a written binding agreement or contract that includes all costs. 3. Briefly explain the purpose of each contractual product or service and how it supports the project's goal(s) in the "Purpose of Product of Service" section. 4. Identify the products to be acquired, and/or the professional services to be provided. 5. Provide an itemized budget breakdown of costs for the deliverables under each contract. 6. Calculate and enter the total cost for each contract.
<p>Other Direct Costs: Costs that cannot be assigned to other categories.</p>	<p>Explain the nature and purpose of costs that cannot be assigned to other categories.</p>	<p>Prompts for Other Direct Costs:</p> <ol style="list-style-type: none"> 1. Identify all direct costs not previously covered in the other budget categories. For example, include costs such as space rental, required fee, honoraria and travel (where a contract is not in place for services), training, and communication and printing costs. 2. List and identify items by major type or category (e.g., communications, printing, postage, equipment rental, etc.). 3. Explicitly explain the purpose for each direct cost item and how it supports the project's goal(s) in the "Purpose of Direct Cost Item" section.

		<p>4. Provide an itemized budget breakdown of costs per item (printing = \$500, postage = \$750).</p> <p>5. Calculate and enter the total cost for each other direct cost purchase.</p> <p>6. Do not include costs that are included in the indirect cost rate.</p>
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D.5.2.2 Restrictions on Budget Plan Worksheets

A) Applicants may use award funds only for allowable costs as found in federal government-wide cost principle rules. Please consult 2 CFR Part 200 for additional guidance on allowable costs.

- i. Examples of **generally allowable costs** under this announcement include costs such as: labor-hour charges; travel expenses for applicant; materials, supplies, software, and equipment related directly to project activities; adaptive and/or assistive technologies and other resources and services to improve accessibility for persons with disabilities; third-party costs; publication design and printing. Information on taxes that are allowable or unallowable can be found in [2 CFR 200.470](#).
- ii. Examples of **unallowable costs** under this announcement include: general fundraising or award management costs; contributions to endowments; general operating support; general advertising or public relations costs designed solely for promotional activities other than those related to the specific project; social activities, ceremonies, receptions, or entertainment.

B) Applicants should pay special attention to prohibitions or limitations including:

- Expenses must be incurred during the award period of performance unless otherwise specified and allowed by law.
- All federal, Library, and program requirements regarding the use of funds apply to both requested Library award funds and to cost sharing.
- Indirect cost rates included in an applicant's proposed budget and narrative may not exceed 15%.

D.5.3 Required Form(s) SF-424 Application for Federal Assistance

All applicants must complete the Application for Federal Domestic Assistance – Individual. (OMB 4040-0005, Expiration 1/31/2023)

<https://www.grants.gov/forms/sf-424-individual-family.html>

Note: For Block 2 of the form, the CFDA number is 42.012 for CCDI awards.

If you experience any issues downloading or opening the form, please follow [these instructions](#) from grants.gov. If you still encounter problems with the form, please reach out to the [grants.gov support team](#).

D.6 Email Submission Requirements

All proposals must be submitted electronically via email by the day and time specified in [D.3 Application Package and Submission](#) and with the following requirements:

- The email must include the opportunity number (030ADV23R0033) in the subject line.
- Required file naming conventions are as follows:

[Notice #] - [Individual Short Name] - [Document Name]
E.g. 030ADV23R0033 - [Applicant's Name] - Project Narrative
- Applicant must not submit zipped or locked files.
- Applicant must not submit files via a third party website (such as OneDrive or Box.com).
- The applicant should understand the file size limits for Library email are as follows:
 - The maximum size file allowed through the Library's email system is 20MB. In addition, certain files might need to undergo a conversion to be accepted by the Library's servers. This conversion increases the file size by 30% to 40%, therefore, please take this into consideration, when determining ultimate file sizes.
 - The Library's email system cannot accept files greater than 20MB. If needed, the applicant may send the proposal across multiple emails but must ensure they are all clearly identified, with the opportunity number (030ADV23R0033) and an identifier ("1 of X emails", "2 of X emails", etc.) in the subject line.
- If an applicant feels that the application materials will exceed the size limits stated above and is unable to send the documents on separate emails as stated above, the applicant may send an email to LOC-grants@loc.gov, **NO LATER THAN 3:00 PM on AUGUST 4, 2023, EASTERN TIME** to request help with sending the application materials.
 - Please note that this is the Friday before the due date for applications stated in [Section B](#). The Library will not provide assistance if the email is received after this date and time.

E. APPLICATION REVIEW AND AWARD

E.1 Criteria for Proposal Evaluation

The Library will assemble panels that will assess each proposal on advancement of program goals and feasibility of successful project plans and outcomes. Proposals will be evaluated on questions grounded in both sets of criteria.

Specifically, key considerations in evaluating each application will be:

a) Advancement of program goals

- 1) Does the applicant's proposal demonstrate new ways of thinking about the Library's digitized collections, born-digital collections, and/or services foregrounding one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islanders, and/or other communities of color in the U.S.?
- 2) Will the proposer make creative or scholarly use of digital Library of Congress materials, and address those materials in ways that are legal and ethical?
- 3) Does the Individual propose a project that will engage its audience(s) in envisioning new connections between the Library of Congress and one or more of the following groups: Black, Indigenous, Hispanic or Latino, Asian American and Pacific Islanders, and/or other communities of color in the U.S.?

b) Feasibility of successful project plan and outcomes

- 1) Does the Library have the digital materials and collections needed for a successful project? Has the applicant identified and provided links to the digital materials and collections? Click [here](#) for information about what constitutes digital materials and collections.

Note: We recommend applicants use the [Library's Ask-A-Librarian service](#) to ask librarians specific questions about your research interests and available digital collections, materials, and services.

- 2) Has the applicant addressed whether those digital materials and collections are legally available for the proposed uses? For example, are there restrictions on the use of the materials? Click [here](#) for information about how to address whether digital materials and collections are legally available and have restrictions.
- 3) Has the applicant addressed whether they have the permissions and clearances to share and use materials from their own collections or other collections included in proposal?
- 4) Are the proposed activities informed by theory and/or practice?
- 5) What are the risks to the project and how will applicant mitigate them?

c) Background and experience

- 1) Has the applicant demonstrated the ability to undertake short-term projects that result in considerable public impact?
- 2) Does the applicant possess the majority of skills necessary for successful completion of project?

d) Reasonableness of costs and likelihood that budget will support project execution

- 1) Does the applicant's proposal indicate that the project can be completed within a 12-month period?
- 2) To what extent does the project strategy align with the availability of the applicant and the relationships, skills, and experience necessary to complete the project? Successful applications will provide evidence that the project can succeed and that the scale and scope is appropriate to the proposed budget and 12-month timeline.
- 3) Has the applicant demonstrated an understanding of the financial aspects of the proposed project?
- 4) Can the applicant support and complete proposed activities in the time allocated through the effective deployment and management of resources including travel, equipment, and supplies?
- 5) Are costs allowable under the cost principles found in [2 CFR 200 Subpart E](#)?
- 6) Are costs reasonable and effective for project completion?

E.2 Notice of Federal Award

Following review, applicants may be requested to revise the project scope and/or budget before an award is made. The Library reserves the right to award without requesting clarification or additional detail on the application.

Once all outstanding issues have been resolved, the GO will send a draft Award Agreement via email to the successful applicant(s) for review, comments and or acceptance to be followed by full execution of the Award Agreement. The Award Agreement will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 60 days of the final review decision.

E.3 Pre-award Risk Assessments

The successful applicant is responsible for ensuring achievement of the objectives described in this Notice. Therefore, the applicant must be a responsible entity. The GO will decide if a pre-award risk assessment will be conducted by the Library, to determine if the prospective recipient is responsible, whether the prospective recipient has the necessary experience, accounting, and operational controls, financial resources, and technical skills – or ability to obtain them – in order to achieve the objectives of the program and comply with the terms and conditions of the award. For conducting the risk assessment, the applicant may be asked to complete a pre-award survey – provided after completion of the evaluation process and before award. If notified by the Library that a pre-award survey is necessary, applicants must prepare

in advance the required information and documents. A pre-award survey does not commit the Library to make an award to any institution or individual.

Depending on its result of the risk assessment, the Library may determine to execute the award, not execute the award, or award with “specific conditions” ([2 CFR 200.208](#)).

F. PROJECT MANAGEMENT AND REPORTING

This section describes reporting requirements for the awards made under this Notice.

F.1 Approval Needed for Modifications to Proposed Work or Budget

Any project carried out under an award must be consistent with the proposal that is approved for funding by the Library. Any significant change to an award project’s programmatic scope, key personnel, or planned budget requires the Library’s explicit consent. The awardee shall submit, in writing (including email), all requests for a change to an award project to the appropriate Library program officer for approval.

F.2 Project Reporting

Awardees must adhere to all reporting requirements listed below. You should submit all reports by the due date for approval to the GO via email. In addition to the reports below, the GO may request additional information to contribute to internal Library project reviews.

F.2.1 Project Development Plan

Awardees are required to submit a project development plan detailing major activity and milestones, including semi-annual status updates and regular review by Library staff, within thirty (30) days of award for the Library’s approval.

F.2.2 Performance and Financial Reports

Interim Reports: Awardees are required to submit an interim performance report due on the six (6) month “anniversary” of the initial award. The interim report should include

- A description of activities undertaken to date;
- Identification of any challenges and how they were, or are planned to be, resolved; and
- A review of project expenditures to date by category and notification of any anticipated changes to the project’s spend plan.

An interim report can take the form of a memorandum (approx. 1-2 pages) to the attention of “OTP Program Technical Contact” sent in PDF or Microsoft Word format. Financial data must be submitted on the SF-425 Form and the Budget Plan Workbook. (All post-award reporting forms can be found [here](#).) Financial expenditures should be reported no less than twice annually.

Final Report: A final performance report must provide qualitative and quantitative information describing activities carried out and specific results achieved during the period, namely:

- A description of activities undertaken;
- A comparison of actual accomplishments with the established goals and objectives of the award described in the project plan;
- A description of reasons why established goals were not met, if appropriate;

- Key implementation challenges encountered and how they were, or are planned to be, resolved;
- A review of the project's budget (projected vs. actual) including specification of any significant variance using the Budget Narrative Charts;
- Any other pertinent information relevant to the project results; and
- Each report shall be accompanied by the Post-Award Federal Financial Report Form SF-425, available for [download](#) on grants.gov.

The final report shall take the form of a report (with cover and table of contents) sent in PDF or Microsoft Word format.

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

F.2.3 Notification of Significant Developments

Events may occur between the scheduled performance reporting dates which have or could have significant impact upon the supported activity. In such cases, recipients are required to notify the Library in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. The notification must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.

The recipient should also notify the Library in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

G. FEDERAL AWARD ADMINISTRATION

G.1 Administrative and National Policy Requirements

Awards resulting from this Notice will be administered in accordance with the Library of Congress' Regulation LCR 7-310 (Grants and Funded Cooperative Agreements), policies in [2 CFR 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) described here and in the award, the Library General Terms and Conditions identified herein, and the Library Assurances and Certifications ([Appendix B](#)). Awardees that receive Library funding must be familiar with these requirements and comply with applicable law.

G.2 General Terms and Conditions

Guidance. Additional OMB guidance may be incorporated by reference into awards and, unless otherwise specified, includes the provisions identified herein. All such guidance will be administered in accordance with standard deferral requirements for award agreements and as interpreted by the Library, including: 2 CFR 200, subparts D, E, and F.

Record Retention. Awardees shall retain all records relating to the award for three years from completion of any award-related projects and as stated in [2 CFR § 200.334 Retention requirements for records](#).

Branding. Awardees shall not use the name “Library of Congress” or any abbreviation or subset of the name (such as “LC,” “LoC,” or “Digital Strategy Directorate”) to explicitly or implicitly endorse a product or service or materials in any publication, including online. Subject to the Library’s prior written approval over all aspects of the use and presentation of the Library’s name and logo, Awardees may use the name Library of Congress in connection with publication, distribution, packaging, publicity, and promotion of the award project or products produced as a result of an award agreement. In addition, Awardees will acknowledge the collaboration with the Library by including a credit line in or on projects created under the terms of an award agreement with the Library that reads “The [title of program/project] has been made possible in part by an award from the Library of Congress.”

G.3 Certifications

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, and lobbying laws. These are set out in more detail, along with other requirements, in [Appendix B](#) (Assurances and Certifications).

By submitting the application, which includes the Assurances and Certifications, you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance.

The applicant’s failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your award and require you to return funds to the government.

G.4 Disclosures and Other Required Notifications

Criminal, Civil, and Administrative Proceedings Disclosure

Applicant must disclose to the Library all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award in writing and in a timely manner.

Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.339 Remedies for Noncompliance](#), including suspension or debarment.

G.5 Intellectual Property Rights and Data Availability

Access and Use

The Library’s intention in this Notice is that the projects undertaken are of maximum benefit to the American people and contribute to public knowledge.

As such, the Library anticipates awards will include an open license for non-commercial public use to any materials and software created and delivered under the award agreement (Project Content). In the award agreement, the Library anticipates successful applicants will grant the Library a perpetual, irrevocable, non-exclusive, transferrable, worldwide and unrestricted license to the Project Content in any format or successor technology. This license would entitle the Library to use, maintain and reproduce Project Content and the Library may grant public access whether over Library extra-nets or on the Library premises.

The Library's preference is for projects that extend an open license for non-commercial public use to any materials and software created with these funds, but we encourage applicants to describe in detail any specific limitations they might predict for portions of their projects. The Library intends to be attentive to culturally sensitive materials that may be gathered or created during a project, and will work with awardees to determine the most appropriate approach regarding access.

The applicant must describe any limitations on any intellectual property that will affect the applicant's performance of the award or affect the Library's (or the public's) subsequent use of any deliverable under the agreement (e.g. potential documentation of copyrighted cultural material). In particular, the applicant must describe the intellectual property in sufficient detail, clearly state any limitations, and describe how the Library can use the work with the limitations described or proposed by the applicant.

H. FEDERAL AWARDING AGENCY CONTACTS

Program Technical Contact	
<i>For information regarding CCDI program goals, information about the Library's collections, or other programmatic guidance.</i>	
Marya McQuirter Program Director, CCDI	Email: ccdi-grants@loc.gov

Program Administration	
<i>For inquiries regarding financial matters, reporting, and award terms or conditions, including award administration matters (such as requests for extensions or modifications).</i>	
Miriam Grinberg Contracts and Grants Directorate	Email: LOC-grants@loc.gov
Library of Congress - 101 Independence Avenue, S.E., Washington DC, 20540	

I. OTHER INFORMATION

I.1 Payments and Invoice Instructions

The Awardee must prepare and submit invoices electronically to the Invoice Processing Platform (IPP) at www.ipp.gov. The recipient may submit payment requests using other than electronic means only when alternate procedures are authorized by the GO in writing. Assistance is available via the IPP Help Desk via email at:

ippcustomersupport@fiscal.treasury.gov or by commercial telephone at (866) 973-3131. Invoices shall contain the information required in the award.

The total award amount will be paid in three installments. The schedule will be included in the award agreement and successful applicants will be required to submit an [SF-270 Form](#) to request funding.

Up to 60% within 30 days following project start;
Up to 30% within 180 days after project start; and
Remaining 10% following receipt of the final report.

I.2 Other Information

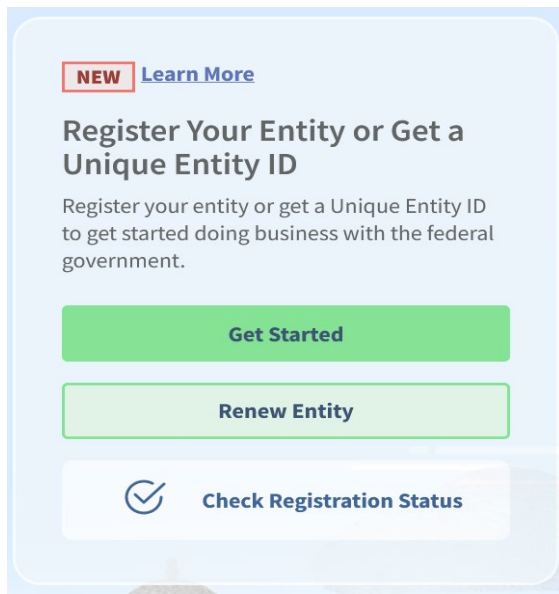
The Library reserves the right to fund any or none of the applications submitted. The GO is the only individual who may legally commit the Library to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Library programming.

APPENDIX A: SAM.gov

Individual applicants are encouraged to register in SAM.gov. To do so you must obtain a Unique Entity Identifier (UEI) number (see detailed description below) by registering in SAM.gov. **There is no cost to register with SAM.gov.** There are third-party vendors who will charge a fee in exchange for registering entities with SAM.gov; **please be aware you can register and request help for free.** Award recipients registered in SAM.gov should continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s).

How to register with the System for Award Management (SAM)

Select “Get Started” on the section shown below on the landing page on the SAM.gov website to register. You will have to register as an Entity. An Entity on SAM.gov is defined as prime contractors, organizations, or individuals applying for assistance awards. SAM.gov will issue you a Unique Entity Identifier (UEI) number.



More information on the registration process can be found on the “Help” tab on SAM.gov.

Once registered in SAM.gov, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. To complete the process on SAM.gov, you will need the same kind of information used to obtain your Tax Identification Number (TIN) and other data to complete registration and reporting requirements.

APPENDIX B: Assurances and Certifications

Nondiscrimination. Awards are subject to the provisions of: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000d *et seq.*), which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86 *et seq.*), which prohibits discrimination on the basis of sex in education programs; Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability; the Age Discrimination Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*); the requirements of any other nondiscrimination statutes that may apply to the application and implementing regulations.

Lobbying Activities. 31 U.S.C. § 1352 generally prohibits recipients of federal contracts, grants, loans or cooperative agreements from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. § 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations.

Drug-Free Workplace. The Library adopts the policies in the Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103, which requires awardees to have an on-going drug-free awareness program; to publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace; to maintain evidence that this statement was given to each employee engaged in the performance of the award; and to identify in the funding proposal or to keep on file in its office the place(s) where award activities will be carried out.

Debarment and Suspension. Applicant institutions or their principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or awardee shall provide immediate written Notice to the Library's Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Awardees shall not make or permit any sub-award or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Awardees and sub-awardees must not make any award or permit any award (sub-award or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

Trafficking in Persons. Applicant institutions are prohibited from engaging in various forms of exploitation or trafficking in persons and certify, as a condition of an award, that the applicant will comply with the trafficking in persons requirements that are set out in 2 C.F.R. § 175.15, Award Term.