

**LIBRARY OF CONGRESS
NATIONAL AND INTERNATIONAL OUTREACH
101 INDEPENDENCE AVENUE, S. E.
WASHINGTON, D. C. 20540**

**NOTICE OF FUNDING AVAILABILITY REQUEST FOR APPLICATIONS
ONLINE INTERACTIVES AND MOBILE APPS ON CONGRESS AND CIVIC
PARTICIPATION**

March 19, 2018

The Library of Congress (Library) announces the availability of \$950,000 to support the development of online interactive [s] and mobile apps for classroom use on Congress and civic participation.

Deadline for Submission of Application for Funding: April 30, 2018.

Authority: The “Library of Congress Digital Collections and Educational Curricula Act of 2005” (2 U.S.C. § 184) authorized the Librarian of Congress to administer a program to teach educators and librarians how to incorporate the digital collections of the Library of Congress into educational curricula. This program is called “The Library of Congress Teaching with Primary Sources Program” (TPS). The Librarian was further authorized to establish an educational consortium to support the program and to make funds available to consortium members, educational institutions and libraries. In Pub.L. 115-56, the Continuing Appropriations Act, 2018, Division D, section 101, Congress allocated funds to the TPS program. Under 2 U.S.C. § 136, the Librarian is authorized to enter into agreements to accomplish the mission of the Library. In fiscal years 2015, 2016 and 2017, Congress allocated funds to the TPS program to support online interactives and apps for educational purposes on Congress and civic participation. The TPS program awarded grants to five organizations in 2016 and 2017, and will identify additional grantees in fiscal year 2018.

In Pub.L. 115-56, the Continuing Appropriations Act, 2018, Division D, section 101, Congress allocated funds to the TPS program. Under 2 U.S.C. § 136, the Librarian is authorized to enter into agreements to accomplish the mission of the Library.

Library of Congress: The Library of Congress is the nation’s oldest federal cultural institution and serves as the research arm of Congress. It is also the largest library in the world, with millions of books, recordings, photographs, maps and manuscripts. The Library’s mission is to make its resources available and useful to the Congress and the American people and to sustain and preserve a universal collection of knowledge and creativity for future generations.

PLEASE NOTE: The Library of Congress is not an Executive agency. This Notice of Funding Availability will not be posted on the Grants.gov site. Inclusion of the Notice of Funding Availability in the Catalog of Federal Domestic Assistance is not required.

Library of Congress Teaching with Primary Sources Program: Background

The Teaching with Primary Sources program is the Library's premier educational outreach program for teachers. The goal of the program is to provide professional development for teachers focused on enhancing their ability to embed digitized primary sources from the Library into inquiry-based instruction that builds student literacy, critical thinking skills and content knowledge.

Since the 1990s, the Library of Congress has reached thousands of teachers through offerings at the Library, on its website, www.loc.gov/teachers, and onsite in communities nationwide.

The Teaching with Primary Sources program has four main goals:

1. Provide online and in-person primary source-based professional development programs nationwide.
2. Increase the ability of educators to design student-centered primary source-based learning experiences that use effective instructional practices.
3. Implement standards-based learning experiences that improve student ability to critically examine primary sources.
4. Build patronage of the Library's digitized resources, which expands the community of educators dedicated to the improvement of education through the use of primary sources.

Educational Consortium

An educational consortium made up of institutional partners such as universities, school districts and educational foundations helps the Library disseminate the TPS program. Using the TPS curriculum framework as a guide, Consortium members develop and implement professional development and create curricular resources focused on effective instructional use of the Library's digitized primary sources. Professional development is ongoing and progressive to allow for K-12 educators to improve their ability to:

- Design primary source-based inquiry oriented learning experiences;
- Implement these experiences in the classroom;
- Evaluate these experiences and learning outcomes; and
- Share their expertise with educators nationwide.

For more information, please visit the TPS Web site at: <http://www.loc.gov/teachers/tps/>

Online Interactive[s] and Apps for Classroom Use on Congress and Civic Participation

For nearly a decade, the TPS program has provided extensive professional development opportunities for educators and enabled the development and dissemination of teaching materials focused on using the Library's digitized primary sources. These funds to TPS will expand the program and the consortium's efforts through the development of online interactive [s] and apps for classroom use on Congress and civic participation.

Whereas civic education is essential to the preservation and improvement of the constitutional government of the United States, the goal of this effort is to enable organizations to combine new technologies with valuable civics content to enhance student learning. The resulting online interactive [s] and apps will provide young people with engaging and meaningful opportunities to learn.

The Library of Congress seeks to identify one or more institutions to develop online interactive [s] and apps for classroom use on the subjects of Congress and civic participation. Identified institutions will be required to become members of the TPS Educational Consortium, and utilize and incorporate to the extent practicable, not only the Library's online primary sources, but also the many other resources available online from the Library of Congress.

Grant Requirements

- Develop, successfully test with the target audience (K-12 students and teachers), and deliver online interactive [s] and mobile apps for classroom use on Congress and civic participation as outlined in an approved project plan.
- Ensure that the apps and online interactive [s] primarily use and incorporate freely available, rights-free primary sources from the Library's online collections, as well as the many other freely available online resources from the Library of Congress (including, but not limited to essays, publications, bibliographies, subject guides, teacher materials, and resources from www.Congress.gov, chroniclingamerica.loc.gov, and www.wdl.org). Non-Library materials should be freely available rights-free resources from other government or non-profit cultural institutions.
- Ensure that the content focuses on supporting students' analysis of primary sources, consistent with practices described in Library of Congress teacher resources.
- Ensure that the content presented in the apps and online interactives is accurate, and judged by the target audiences to be high quality.
- Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program.
- Obtain all necessary permissions, releases and/or other clearances that must be acquired for use of any content to be included by grantee in grantee's online interactive [s] and mobile apps, and any other projects to be developed under this grant. Such permissions, releases and/or other clearances may pertain to, but are not limited to, copyright, right of publicity, right of privacy, defamation, or any other right whatsoever.
- Enter into an agreement with the Library and openly license to the public any new copyrightable materials created in whole, or in part, with these grant funds, and openly license to the public any copyrightable modifications made to pre-existing content using these grant funds. The license must be worldwide, non-exclusive, royalty-free, perpetual, and irrevocable, and must grant the public permission to access, reproduce, publicly perform, publicly display, adapt, distribute, and otherwise use, for any purposes, copyrightable intellectual property created with such funds, provided that the licensee gives attribution to the designated authors of the intellectual property.
- All computer software source code developed or created with these grant funds must be openly licensed under an intellectual property license that allows the public to freely use and build upon source code created or developed pursuant to this grant of funds.
- Grantee shall also provide the Library a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use all projects created under this grant for Federal purposes, and to authorize others to do so.
- Grantee shall agree, in accordance with the Library's access and use terms, to provide the Library a perpetual, royalty-free, worldwide license to use all intellectual property produced under the agreement for the Library's purposes, which includes, but is not limited to, publication or online display, incorporation of the intellectual property into materials developed by TPS or Library derivatives of such property, or other similar purposes related to the Library's mission and programs.
- Participate in outreach activities and develop promotional materials to alert educators to the development of, and ultimately to the availability of, the online interactive [s] and mobile apps.
- Design and deliver professional development that embeds use of the online interactive [s] and mobile apps.
- Attend at least two TPS Educational Consortium meetings held annually at the Library (or elsewhere), as well as scheduled Library web conferences.
- Participate in at least one joint presentation with the Library at a major educational conference.

- Maintain the product and all its features in full working order and free public access for at least two years after launch.
- Support Library of Congress staff and Consortium members in their understanding of civics education and the use of products developed under the grant.
- Participate in evaluation exercises undertaken by the Teaching with Primary Sources Educational Consortium.

Deliverables

Recipients of an award shall deliver to the Library:

- A product development plan for the Library's approval, including ongoing status updates and timely, regular review of product design and content by Library staff;
- Fully functioning online interactive [s] or cross-platform mobile apps as described in the project plan (that utilize the latest versions of the Android and iOS platforms, and work on both phones and tablets);
- Support of the product and all its features in full working order and free public access for at least two years after launch.
- At least two in-process demonstrations for Library staff and other stakeholders;
- At least two teacher professional development modules or other teacher materials that incorporate use of the online interactive [s] and mobile apps;
- At least two professional development events for teachers;
- Quarterly quantitative and budget reports and two semi-annual narrative reports.
- Two semi-annual usage reports for each of the first two years of operation after launch.
- Post-launch delivery to the Library of all code, content, documentation, and other assets developed for the project.

The recipient grants to the Library a perpetual, irrevocable worldwide and unrestricted license to the project content in any format or successor technology.

Grant Amount

The total amount of funding available is \$950,000. There is no minimum award amount. Individual funding levels will depend on the content and quality of applications, the number of applications received, and availability of funding. Cost sharing or matching is not required. Applicants may adopt a cost sharing or matching approach, but such arrangements will not impact the review criteria or evaluation of an application.

The Library of Congress, National and International Outreach, Educational Outreach Division plans a single award cycle, potentially resulting in multiple awards. The Library reserves the right to make a single award, to fund parts of applications, or to not make any awards at all. Issuance of this Notice of Funding Availability does not constitute an award commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for any costs incurred in the preparation and submission of any application.

Grant Period

The grants will support activities for 24 months, from October 2018 through September 2020.

Eligible Applicants

Eligible applicants include: public or private organizations, both not-for profit and for-profit organizations, including institutions of higher education, colleges, universities, cultural institutions, other educational organizations, and collaborative partnerships (such as an organization with content expertise

paired with an organization possessing technological expertise); States; public or private agencies, including for-profit agencies; and Indian tribes and tribal organizations.

Although the grantee's work products will differ from those of the existing TPS Consortium members, it is expected that the grantees will become active members of the Consortium.

An applicant may be disqualified if the Applicant or any principal or employee has been subject to any legal proceeding involving fraud, criminal activity or has been subject to any Federal or state citation for a criminal activity. If so, an explanation must be provided.

System for Award Management (SAM). Each applicant must: (i) be registered in SAM before submitting its application; (ii) provide a valid unique entity identifier in its application; and (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award or an application or plan under consideration by a Federal awarding agency. The Library may not make an award to an applicant until the applicant has complied with this requirement and, if an applicant has not fully complied with the requirement by the time the Library is ready to make an award, the Library may determine that the applicant is not qualified to receive an award and use that determination as a basis for making an award to another applicant.

Application and Selection Process

Interested parties must submit an application containing the following information:

- a) Organizational description, including resources and characteristics that would help you make a significant contribution to the Teaching with Primary Sources Educational Consortium.
- b) Description of past activity in online interactive [s] and mobile app development and long-term maintenance, especially for the K-12 audience and for classroom use.
- c) Description of past activity in the development and dissemination of professional development modules or other teacher materials that facilitate the instructional use of primary sources or other historical documents and artifacts that cultural institutions have made available to the public.
- d) Description of past activity in the development and implementation of curricular programs on Congress and civic participation.
- e) Description of your proposed strategy for developing and maintaining online interactive [s] and mobile apps for classroom use on Congress and civic participation; content focus; target audiences within the K-12 sphere; methodologies and formats; plans for testing; the role of partners; rationale for your proposed approach; and expected outcomes. (Be sure to include how you will utilize and incorporate to the extent practicable, not only online primary sources from the Library of Congress, but also the many other resources available online from the Library of Congress).
- f) Name, address, telephone number, email address, and title of a contact person.

The main body of the proposal should be no longer than 12 pages in a minimum of 11 - point font.

Proposals also should include four appendices:

1. Appendix A: Proposed budget and narrative, using the attached budget and narrative plan format provided, outlining and explaining both program and administrative costs. Indirect cost rates may not exceed 15%. (The Library of Congress does not adhere to the indirect cost rates negotiated by other federal agencies pursuant to OMB regulations. Indirect cost rates included in an applicant's proposed budget and narrative may not exceed 15%.)
2. Appendix B: Names of lead person(s) to be assigned to the project with half-page descriptions for each person's experience in the areas listed under items b) and/or c).
3. Appendix C: Letters of support from current or intended partner organizations that clearly articulate the nature of collaborations under the grant proposal.
4. Appendix D: Three letters of recommendations indicating the nature of the work your organization[s] performed.

Review Criteria

Applications will be evaluated on the basis of: potential impact or value of the proposed product to the educational communities that TPS serves; technical and financial capability of the applicant; the applicant's experience, knowledge and contacts with the K-12 community; and the scope of the proposal's use of Library of Congress resources. Specifically, the Library will review applications for the following:

A. Impact

- Scope of the proposed project's impact on the educational communities that TPS serves.
- Evidence that the results will be widely applicable and useful to the K-12 educational communities or library or archival communities.
- Extent to which the proposed project supports effective student analysis of primary sources.
- Extent to which the proposed project incorporates freely available, rights-free primary sources from the online collections of the Library of Congress in learning experiences.
- Extent to which the project's benefits will continue beyond the grant period, either through ongoing institutional support of project activities or products, websites development of institutional expertise and capacity, working with members of the broader community to continue support for project activities or products, and/or through broad long-term access to project products.

B. Technical and Financial Capability

- Scope of applicant's technical expertise and experience in developing and maintaining innovative, pedagogically sound online educational interactive [s] and mobile apps, including the skills and expertise of project personnel and evidence of the anticipated level or scope of participation by any identified partners.
- Evidence that methodology and design are appropriate to the scope of the project, including the consideration of technical details necessary to implement the Library's use and access expectations as listed in the terms and conditions.
- Evidence that the project uses existing or emerging standards or best practices.
- Evidence that the proposed products will demonstrate interoperability and accessibility to the broadest extent possible and scope of potential integration into other initiatives.
- Evidence that the applicant will complete the project activities in the time allocated through the effective deployment and management of resources, including personnel, money, facilities, equipment, and supplies.
- Evidence of the applicant's plans to keep the Library fully informed of project progress throughout the grant period and plans for any lessons-learned or additional plans to communicate project results.
- Evidence of the applicant's plans to support maintenance of the product for at least two years after launch.
- Evidence of sound financial management and submission of an appropriate and cost-efficient budget.

C. Connection to Educational Community

- Extent to which an applicant has an established regional or national reputation in providing high-quality curriculum materials for K-12 audiences on Congress and civic participation.
- Extent of applicant's participation in collaborations and partnerships with K-12 audiences
- Extent of applicant's existing focus on professional development that incorporates primary sources into instruction.

D. Scope of the Proposal's Use of Library of Congress Resources

- Extent to which the proposed project incorporates primary sources from the online collections of the Library of Congress.
- Extent to which the proposed project incorporates other resources available online from the Library of Congress (including, but not limited to, essays, publications, bibliographies, subject guides, teacher materials, and resources from www.Congress.gov, chroniclingamerica.loc.gov, and www.wdl.org).

Submission Information

Applications for this grant should be submitted to: Vivian Awumey
Library of Congress
101 Independence Ave. S. E., Washington, D.C. 20540-1300 email: vawu@loc.gov.

Applications are due on April 30, 2018.

Applicants must submit:

- ***One (1) electronic copy of their proposal by email by 5:00 pm on April 30; AND***
- ***Three (3) unbound hard copies of their proposal via mail, which must be post marked on or before April 30.***

Due to delays caused by the Library's security procedures, we recommend using an express mail service operated by the US Postal Service or a private company, such as FedEx or DHL, to send hardcopies of proposals. The Library of Congress will review the applications and may request additional information if necessary. The selection process is expected to take a minimum of sixty (60) days. Questions regarding this NOFA should be submitted to:

Phoebe Coleman, Grants Specialist
Grants Management Office Library of Congress
101 Independence Ave., SE, Washington, DC 20540
Telephone: (202) 707-6975;
email: phco@loc.gov

Terms and Conditions

A. General. Unless otherwise specified herein, OMB guidance will be incorporated by reference into grant awards. The following authorities will be administered in accordance with standard federal requirements for grant agreements, as interpreted by the Library: 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formerly contained in OMB Circulars A-21, A-87, A-102, A-110, A-122, and A-133).

B. Access and Use. The Library expects applicants to make Library funded work products widely available and accessible through the use of open source software, use of non- restrictive licenses such as a Creative Commons license, and otherwise through implementation of strategies such as publishing in open-access journals or depositing works in institutional or discipline-based repositories. To the extent an applicant intends to assert ownership rights over the content produced, the application must explain the anticipated limitations and all associated restrictions on access and use.

C. Branding. Grantees shall not use the name “Library of Congress” or any abbreviation or subset of the name (such as “LC,” “LoC,” or “Teaching with Primary Sources”) 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, Grantees may use the name Library of Congress in connection with publication, distribution, packaging, publicity and promotion of the grant project or products produced as a result of a grant agreement. In addition, Grantees will acknowledge the collaboration with the Library by including a credit line in interactives and mobile apps created under the terms of a grant agreement with the Library that reads “The [title of program/project] has been made possible in part by a grant from the Library of Congress.”

D. Certifications. Applicant organizations must certify that their programs operate in compliance with the requirements of federal statutes and their implementing regulations as described below. Grantees are also required to obtain an executed certification of compliance with these statutes from all organizations that are subrecipients under a grant. By signing the application form, the authorized representative, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related Library regulations.

i. **Nondiscrimination.** Grants are subject to the provisions of: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *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.

ii. **Lobbying Activities.** 31 U.S.C. § 1352 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.

iii. **Drug-Free Workplace.** The Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103, requires grantees 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 grant; and to identify in the funding proposal or to keep on file in its office the place(s) where grant activities will be carried out.

iv. **Debarment and Suspension.** Applicant organizations 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 grantee organization 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. Grantees shall not make or permit any subgrant or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Grantees and subgrantees must not make any award or permit any award (subgrant 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.

v. Trafficking in Persons. Applicant organizations 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.

vi. Record Retention. Grantees shall retain all records relating to a grant award for a period of three years following the completion of any grant-related projects.

Budget Plan
Teaching with Primary Sources: Congressional Civic Participation
<Organization Name>
Financial Contact: <name, telephone, email>
FY1710/1/18 - 9/30/20

Administrative Costs

Personnel

- a. Project Director -
- b. Professional/Technical Staff -
- c. Administrative Support Staff -
- d. Other -

Subtotal Personnel \$ - \$ - \$ -

Fringe Benefits

- e. Project Director -
- f. Professional/Technical Staff -
- g. Administrative Support Staff -
- h. Other -

Subtotal Fringe Benefits \$ - \$ - \$ -

Non personnel

- i. Travel -
- j. Consultation Services -
- k. Equipment -
- l. Supplies -
- m. Licensing Fees -
- n. Systems Hosting -
- o. Other -

Total C-I (Non Personnel) \$ - \$ - \$ -

Total Administrative Costs \$ - \$ - \$ -

Program Costs

p. Hired Instructors -

q. Materials

r. Equipment

s. Facilities -

t. Travel -

u. Other -

Total Program Costs \$ - \$ - \$ -

Grand Totals \$ - \$ - \$ -

Budget Plan Narrative
Teaching with Primary Sources: Congress and Civic Participation
<Organization Name>

The Library of Congress, Office of Grants Management, and Educational Outreach require that applicants provide a budget plan narrative with *detailed* explanations of all amounts proposed under each budget line item.

Personnel

a. Project Director –

Administrative Costs

b. Professional/Technical Staff –

c. Administrative Support Staff –

d. Other –

Fringe Benefits

e. Project Director –

f. Professional/Technical Staff –

g. Administrative Support Staff –

h. Other –

Non personnel

i. Travel –

j. Consultation Services –

k. Equipment –

l. Supplies –

m. Licensing Fees –

n. Systems Hosting –

o. Other -

Program Costs (All program costs apply per workshop)

p. Hired Instructors –

q. Materials –

r. Equipment –

s. Facilities –

t. Travel –

u. Other -