



The Library of Congress

Teaching with Primary Sources

Notice of Funding Opportunity

4-23-2021

A. PROGRAM DESCRIPTION

This funding opportunity is authorized under the “Library of Congress Digital Collections and Educational Curricula Act of 2005” (2 U.S.C. § 184). The resulting award will be subject to the Library of Congress Regulation (LCR) 7-310 and provisions of 2 CFR 200 – Uniform Administrative Requirements, Costs Principles and Audit Requirements for Federal Awards as indicated.

A.1 Background

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 engage, inspire, and inform Congress and the American people with a universal and enduring source of knowledge and creativity.

Library of Congress Teaching with Primary Sources Program (TPS): The Teaching with Primary Sources program has been the Library of Congress’s premier educational outreach program. The goals of the program have included providing instructional materials, tools, education and professional development that enhance teachers’ ability to integrate digitized primary sources from the Library of Congress into instruction that builds student literacy, critical thinking skills, content knowledge and ability to conduct original research. Since the establishment of the Center for Learning, Literacy and Engagement in 2018, and the release of the Library’s 2019-23 Strategic Plan, the TPS goals are both influencing and reflecting the Library’s broader outreach goals. TPS Consortium members are valued as “Connectors” who help the Library achieve its vision of connecting to all Americans. www.loc.gov/teachers

Educational Consortium:

Since 2006, the Teaching with Primary Sources (TPS) program has supported the use of Library resources in K-12 classrooms to enhance student engagement, improve literacy and critical training skills, build content knowledge and encourage original research. A wide variety of educational organizations including school districts, libraries, cultural institutions, universities and technology firms have received Library funding to deliver teacher professional development, create teaching materials and develop apps and online interactives, based on Library of Congress materials.

Grantees become members of the TPS Consortium, a group of organizations, which helps extend the Library’s reach by connecting hundreds of thousands of American teachers and their students to Library of Congress methods and materials. Consortium members collaborate, co-create, share ideas, network and actively participate as an educational community.

Educational Projects Using Library of Congress Materials: In support of the Library's mission to use its collections to connect with those representing diverse communities, beliefs, and endeavors to engage, inspire, and inform Congress and the American people with a universal and enduring source of knowledge and creativity, the Professional Learning and Outreach Initiatives Office has broadened the focus of TPS grants. Going forward, TPS will award grants to organizations that design educational projects using Library of Congress materials for use in and outside of formal classroom settings.

For example, K-12 schools, after-school programs, literacy organizations, centers, clubs, historical societies, museums, libraries, associations of home-schooling parents and caregivers, honor societies, and other professional, civic, regional, state, and community groups may apply for funding ranging from \$35,000 to \$100,000 for 12-month projects.

With this notice, the Library seeks to solicit project proposals that expand the body of innovative strategies, tools, and materials for meaningful teaching and learning with Library of Congress materials. Funded projects may focus on diverse content areas and populations such as STEM, literacy, social studies, the disabled, English Language learners, teacher education, public health, journalism, and many others.

Applicants must submit project proposals that address demonstrated educational needs of a specific recipient populations with solutions that standard practice, documented experience, or research suggest would be effective.

Fundable projects must use the Library's collections for one or more of the following approaches:

- Deliver educational programming to various categories of learners
- Create and distribute educational materials or tools for teaching specific content
- Convene meetings of like organizations to devise strategies for furthering common learning and teaching goals with Library of Congress materials
- Conduct research with significant practitioner involvement that investigates the impact of incorporating Library of Congress into educational initiatives.

The TPS Regional Program: In addition to TPS grants awarded directly by the Library as described above, three regional partners in the [East, Midwest, and West](#) award smaller sub grants of up to \$25,000 to applicants for projects that have more modest financial requirements, and/or will disseminate already-developed TPS program materials. These grants are awarded on a rolling basis, and regional partners engage in an iterative process with applicants to help them create fundable proposals. The Library encourages interested organizations to consider this option before applying for a grant from the Library of Congress.

A.2 Purpose

The purpose of this notice is to identify grantee organizations that will design and implement educational projects in which the Library's digitized primary sources and other online materials are central to teaching and learning.

Specifically, the Library of Congress seeks to award grants to support the creative and wide-ranging educational use of Library online resources that serves sub populations of Americans based on their unique professions, ethnicities, geographic locations, abilities, interests, affiliations, and other attributes.

B. FEDERAL AWARD INFORMATION

A. Federal Agency Name: Library of Congress (Library)

B. Opportunity Title: Teaching with Primary Sources

C. Opportunity Number: 030ADV21R0179

D. Period of Performance and Expected Start Date: 10/1/2021 to 9/30/2022

B.1 Estimated Funds Available and Number of Awards

Number of Awards: The Library of Congress intends to award up to 100 Cooperative Agreements pursuant to this notice of funding opportunity. The Library's intention is to make 12-month grant awards of between \$35,000 and \$100,000. Actual awards may be less than \$35,000 or exceed \$100,000.

The Library may make additional funds available to grantees for a maximum additional two years at the government's sole discretion, without competition, subject to grantee's satisfactory performance under the current award, subject to the availability of funds and grantee's submission of a fundable proposal.

Individual funding levels will depend on: the effective educational use of Library of Congress materials; content, quality and feasibility of the proposed project; the value and utility of the project to its targeted audience; the number of applications received and available funding.

The Library will accept only one proposal from the same organizational department. Applicants may be included in multiple proposals as members of collaborative partnerships or within a single organization.

The Library of Congress reserves the right to change funding amounts and terms of the resulting Cooperative Agreement as a result of availability of funds and Library requirements.

B.2 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 (NOFO). This NOFO does not commit the Library to pay for any proposal/application preparation or submission costs.

The Library may modify the schedule or program areas by amending this NOFO. The amendments will be posted in the same space as this NOFO. It is the responsibility of the applicant to be aware of the amendments by regularly checking the website.

Issuance of the Notice of Funding Opportunity does not constitute an award commitment on the part of the Library.

B.3 Project Requirements, Expected Performance Indicators, Targets

a) Design, develop and implement an educational project that specifies: population(s), numbers of learners targeted, methodology for meeting learning goals, products or materials to be developed using Library of Congress digitized primary resources and other online resources.

b) Make needed modifications to materials funded by the grant based on critical feedback from users and Library staff.

c) 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 curriculum, app/online interactive or instructional materials. 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. This does not include Library of Congress digital materials and public domain use.

d) 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 freely 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 materials must be labeled as open educational resources (OER). 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.

e) Ensure that the curriculum, instructional materials, tools and accompanying products are made available online through channels approved by Library of Congress staff.

f) Maintain public access to the curriculum, instructional materials and tools developed under the grant for a minimum of five years after the end of the period of performance for the cooperative agreement.

g) Disseminate the curriculum, instructional materials and tools developed under the grant through existing networks of subsidiary and partner organizations.

h) Attend and participate in at least two TPS Consortium meetings per year, held in Washington, DC, elsewhere in the U.S, or via a virtual platform such as ZOOM or WebEx.

i) Participate in the TPS Educational Consortium by sharing ideas, methods and information to enhance the development and dissemination of the national program, and provide access to networks and communities that can help broaden the reach and applicability of the TPS program.

j) Participate in Consortium-wide TPS program design, testing, research and evaluation activities, as requested, to support the quality of TPS resources and the efficacy of TPS program processes.

k) Participate in promotional efforts and outreach activities that inform potential program participants of the availability of the educational opportunities, curriculum, instructional materials and tools created under this grant.

l) Participate in a TPS orientation and fundamentals program. (The Library intends to offer virtual and onsite options). Grantees should be available to participate in up to 10 hours of the orientation.

C. ELIGIBILITY INFORMATION

C.1 Eligible Applicants

Eligible applicants include: public or private organizations, both not-for profit and for-profit organizations and including institutions of higher education, colleges, universities, professional associations, library systems, cultural institutions, other educational

organizations such as K-12 schools, after-school programs, literacy organizations, centers, clubs, associations of home-schooling parents, honor societies, and other professional, civic, regional, state, and community groups, and collaborative partnerships (such as an organization with content expertise paired with a state or regional educational entity); states; public or private agencies, including for-profit agencies; and Indian tribes and tribal organizations.

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.

This NOFO is limited to organizations/institutions registered in the United States. This program does not provide funding to foreign entities or for projects conducted outside the United States.

C.2 Pre-award Risk Assessment

The successful applicant is responsible for ensuring achievement of the objectives described in this NOFO. Therefore, the applicant must be a responsible entity. The Grants Officer (GO) will decide on whether to subject the applicant to a pre-award survey, and based on the results, will make a determination if the prospective recipient is a responsible entity, whether the prospective recipient has the necessary organization, 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.

Prior to making an award under this NOFO, the Library of Congress may perform a pre-award survey for organizations or individuals that are new to working with the Library or for organizations or individuals with outstanding audit findings. Accounting systems, audit issues and management capability questions may be reviewed as part of this process. 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 200.207). 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 organization or individual.

C.3 Cost Sharing

Under this NOFO there is no mandatory cost share or matching requirement, however proposals that include matching or cost sharing elements may be rated more highly.

Cost sharing includes contributions, both cash and in-kind, which are necessary and reasonable to achieve program objectives and which are verifiable from the recipient's records.

D. APPLICATION SUBMISSION INSTRUCTIONS

D.1 Agency Point of Contact

Phoebe Coleman
Grants Officer – Contracts and Grants Directorate
Library of Congress
101 Independence Avenue, S.E.
Washington DC, 20540
Email: tps-grant@loc.gov
Phone Number: (202) 707-3309

D.2 Questions and Answers

All questions relating to this NOFO must be submitted via email to the Phoebe Coleman at tps-grant@loc.gov no later than 5:00 pm (Eastern Time) on May 21, 2021. Answers will be provided in an online [FAQ page](#) and no questions will be accepted after the due date. The subject of each e-mail must read as follows: **NOFO -030ADV21R0179 – Teaching with Primary Sources - 2021.**

D.3 Submission dates and time

Due date for applications: No later than 12:00 PM (Noon Eastern Time) on May 28, 2021

All proposals must be submitted electronically via email to Phoebe Coleman at tps-grant@loc.gov. Proposals submitted through Grants.gov will not be accepted.

D.4 Email Submission Requirements:

The email must include the solicitation number 030ADV21R0179 in the subject line. 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 file sizes. The Library's email system cannot accept files greater than 20MB. If needed applicant may send the proposals in multiple emails but must ensure they are all clearly identified. Applicant must not submit zipped or locked files.

D.5 Content and Form of Applications

D.5.1 SF-424, Application for Federal Assistance Form

Applicants must submit the appropriate Standard Form (SF)-424, Application for Federal Assistance. All applicants must complete the standard SF-424, Application for Federal Assistance. The required application forms are available on grants.gov. The SF-424,

Application for Federal Assistance must be completed and signed and dated. Please note: Enter only the amount requested from this Federal program in the “Federal” funding box on the SF-424 Application form.

D.5.2 Proposal Format

Proposal submittal requirements

All submissions must be in English, arrive before 12:00pm on the due date listed, be priced in U.S. Dollars, and meet the specifications of this NOFO.

- a) Applicant shall submit two (2) electronic copies of the proposal (one MS Word version and one pdf version). The body and appendices must be combined into one file.
- b) The main body of the proposal must not be longer than 15 double-spaced pages in 11-point or 12-point font.

Proposals shall include a cover page containing the following information:

- Working title of proposed project
- Program area
- Applicant’s name, phone number, mailing and email addresses
- DUNs Number or TIN as applicable
- Date of submittal

D.5.2.1 Project Narrative

a) Description of Organization: Applicant must provide a description of the organization, including configuration, staffing, expertise, affiliations and networks, and other characteristics that would allow your organization to create and distribute the curricular or instructional materials you propose.

b) Detailed description of the proposed project: Applicant must provide a detailed description of the project for which funding is sought. Describe: its targeted audience; methodologies and formats; the process by which it will be designed, developed and tested – including the timeline, from inception to completion, and all involved participants and their roles. Explain the rationale (referring to the available literature and research, where appropriate) for the approaches proposed in the application.

c) Articulated need and impact of your project: Applicant must provide evidence that the intended project will meet a significant need identified in a segment of the educational community. Describe the impact the proposed curriculum, app/online interactive or instructional materials is expected to have on teachers and student learning. Include the methodology you will use to assess this impact.

d) Projected distribution targets: Applicant must provide distribution targets the project is expected to reach. Include the projected numbers and types of teachers and students reached through distribution outlets over which the applicant organization has direct control. Please include information about the strategies, and dissemination partners, to be used to meet these targets.

e) Description of past activities: Applicant must provide brief descriptions of past activities relevant to the grant project proposed. Applicants must provide links (as applicable), user testimonials, reviews, featured articles, research findings, etc., pertaining to previously created curricula, apps/online interactives and instructional materials. Descriptions of the process by which previous tools and materials were created and distributed (who was involved, collaboration, processes established, etc.).

Applicants must provide the following as a separate attachments to the proposal:

Appendix A- Logical Framework: Provide a logic framework that provides a description of your project from start to finish that includes, at a minimum: project priorities, inputs, activities outputs, short and long-term outcomes, and impact. Applicants intending to request funding for an additional two years must show the trajectory of their grant project over the course of three years by identifying key variables of success, assumptions, and need inputs.

Appendix B - Descriptions, links, user testimonials, reviews, featured articles, research findings, etc., pertaining to previously created curricula, instructional materials and tools. Descriptions of the process by which previous tools and materials were created and distributed (who was involved, collaboration, processes established, etc.).

Appendix C - List and description of the role played in similar federal, state and or foundation-funded projects. List of previous and active Federal grant awards, a list of previous and active Library of Congress grant awards.

Appendix D – Proposed Staff: Provide names of the project director and other key staff with half-page descriptions for each person who will work on the grant, if awarded.

Appendix E - Letters of support from senior staff of organizations identified as partners and subsidiaries in the proposal that clearly articulate the nature of their collaboration under the grant proposal.

f) Intellectual Property Rights: Applicant must describe any limitations on any intellectual property that will affect applicant's performance of the cooperative agreement or affect the Library's (or the public's) subsequent use of any deliverable under the agreement. 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. This information must be included in the Proposal.

D.5.2.2 SF-424A – Budget Form and Budget Narrative

Applicants must submit the appropriate SF-424 Budget Information form and Budget Narrative.

D.5.2.3 SF-424A - Applicants must submit the SF-424A, “Budget Information for Non-Construction Programs” form. All of the required application forms are available with this announcement. Federal award recipients and sub-recipients are subject to Federal award cost principles in 2 CFR 200. Applicants must show funds requested from this Federal program separately from any other Federal sources of funding. In the “Budget Summary” section of the appropriate SF-424 budget form, use the first row for funding requested from this Federal program. Use subsequent row(s) for other funding.

D.5.2.4 Budget Narrative – Applicants must provide a budget narrative, using the attached budget narrative plan provided with this NOFO. Applicants must outline and explain both program and administrative costs. Applicants must describe and justify requested budget items and costs. Detail how the SF-424A Budget Information, Object Class Category totals were determined. For personnel salary costs, include the baseline salary figures and the estimates of time. Describe any item of cost that requires prior approval under the Federal cost principles. See [2 CFR 200.407](#) “Prior written approval (prior approval)” for more information. If equipment purchased previously with Federal funds is available for the project, provide a list of that equipment and identify the Federal funding source. Identify any cash or in-kind contributions that a partner or other entity will contribute to the project and describe how the contributions directly and substantively benefit completion of the project. For in-kind contributions, include the source, the amount, and the valuation methodology used to determine the total value. See 2 CFR 200.306 “Cost sharing or matching” for more information.

In a separate narrative titled “**Budget Justification**”, explain and justify all requested budget items/costs. Detail how the SF 424A Budget Object Class Category totals were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe any item of cost that requires prior approval under the Federal cost principles. See 2 CFR 200.407. If Federally-funded equipment will be used for the project, provide a list of that equipment, including identifying the Federal funding source.

D.5.2.5 Funding Restrictions

a) Indirect Costs: Organizations: 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%. Applicants who have never received a negotiated indirect cost rate agreement may elect the 10% de minimis rate, per 2 CFR §200.414 Indirect (F&A) costs.) The Library may make additional funds available to grantees in future years at the government’s sole discretion, without competition, subject to grantee’s satisfactory performance under the current award, subject to the availability of funds and the grantee’s submission of a fundable proposal.

b) The table below outlines the scope of activities that the Library will fund and not fund. Ineligible activity costs may be dis-allowed during the budget review. If an applicant has questions about activity eligibility, they should send a question as described above in this NOFO.

Activity	Does Not Fund	Will Fund
Advocacy/ Fundraising	Any activity that can be construed as advocacy or fundraising, including the preparation of grants, fundraising committee meetings, and lobbying.	None.
Alcohol	None.	Non-alcoholic beverages.
Audit		Allowable.
Conferences	Costs of entertainment, including amusement, diversion, and social activities. Alcoholic beverages. Programs, contests, festivals, or similar events and activities that do not directly impact a TPS effort.	Rental of facilities, speakers’ fees or stipends, costs of meals and refreshments, transportation, and other items incidental to such meetings.
Digitization	Digitization of non-Library of Congress collections.	None.
Equipment (Equipment means 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 the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See	None.	Supplies, materials, and computer devices not exceeding \$5,000 – please see Supplies and Materials.

also 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.)		
Evaluation	None.	Costs associated with participating in evaluative activities initiated by the Library to measure the impact and reach of the TPS program, OR evaluation activities developed and described as part of a cooperative agreement.
Food	Food and beverages for general meetings.	Per diem for subsistence while in travel status (up to the amount allowable per GSA rates); food and beverages needed for TPS workshops.
Fringe	Fringe costs without an established, written rate.	Fringe rates based on the organizations current written rates.
Indirect Costs	IDC over 15%	IDC capped at 15% or 10% de minimis, if elected
Litigation and civil penalty allegations	All litigation-related costs. All costs related to filing or mitigating an allegation of failure to comply.	None.
Public education and outreach	General pedagogy or education methods.	Professional development, materials, and products specific to TPS and to the Library of Congress' collection.
Stipends	None.	Stipends to defray participation costs directly serving the TPS mission
Supplies, materials, and computing devices	Supplies and materials not for direct project activity use.	Supplies for training and professional development instruction such as iPads, computers, printers, USB drives, meeting the

		\$200.453 Materials and supplies costs, including costs of computing devices definition and that do not exceed \$5,000 per unit.
Training	Project personnel professional development training.	Project target audience professional development training.

D.5.2.6 Single Audit Reporting Statement

All U.S. states, local governments, federally recognized Indian tribal governments, and non-profit organizations expending \$750,000 USD or more in Federal award funds in the applicant’s fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System. U.S. state, local government, federally recognized Indian tribal government, and non-profit applicants must state if your organization was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your organization was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

D.5.3. System for Award Management – sam.gov Registration

All applicants are required to obtain a Data Universal Numbering System (DUNS) number from Dun & Bradstreet and then register in SAM.gov prior to submitting an application for this NOFO. Award recipients must continue to maintain an active SAM.gov registration with current information through the life of their Federal award(s). See the “Submission Requirements” section of this document below for more information on SAM.gov registration. We may not make a Federal award to an applicant that has not completed the SAM.gov registration. If an applicant selected for funding has not completed their SAM.gov registration by the time the program is ready to make an award, the program may determine that the applicant is not qualified to receive an award. The program can use that determination as a basis for making an award to another applicant. **There is no cost to register with Dun & Bradstreet or SAM.gov.** There are third-party vendors who will charge a fee in exchange for registering entities with Dun & Bradstreet and SAM.gov; **please be aware you can register and request help for free.**

Obtain a DUNS Number

Request a DUNS Number through the Dun & Bradstreet website. For technical difficulties, send an email to the D&B SAM Help Desk. Please ensure that you are able to receive emails from SAMHelp@dnb.com. The Grants.gov “Obtain a DUNS Number” webpage also provides detailed instructions. Once assigned a DUNS number, your organization must maintain up-

to-date information with Dun & Bradstreet. Applicants must enter their DUNS number in the “Organizational DUNS” field on the SF-424, Application for Federal Assistance form.

Register with the System for Award Management (SAM)

Register on the SAM.gov website. “Help” tab on the website contains User Guides and other information to assist you with registration. The Grants.gov Register with SAM page also provides detailed instructions. You can also contact the supporting Federal Service Desk for help registering in SAM. Once registered in SAM, entities must renew and revalidate their SAM registration at least once every 12 months from the date previously registered. Entities are strongly encouraged to revalidate their registration as often as needed to ensure their information is up to date and reflects changes that may have been to the entity’s DUNS or IRS information.

E. APPLICATION REVIEW

E.1 Review Criteria

The Library will assemble panels comprising Library of Congress staff, staff from other government agencies, and senior professionals, from organizations across the country, to review and evaluate submissions on the basis of: the applicant’s demonstrated history of providing high-quality curricula, materials and tools focused on a specific subject or population; the applicant’s leadership in educational network(s) that propagate teaching excellence in the field targeted by the proposal; experience, knowledge and contacts within the broader targeted community that would support significant adoption and use of the tools or materials created; quality and use of previously created curricula, instructional materials and tools; and programmatic and financial capability of the applicant, as witnessed by the soundness of the project plan and management of similar previous projects. Specifically, Library staff and review panels will evaluate applications based on the following criteria:

E.1.1 Expertise

a) Extent to which an applicant has an established regional or national reputation for providing the type and scope of materials proposed under this grant.

b) Applicant’s expertise and experience in developing and delivering curricula, instructional materials and tools similar to that described in the proposal.

c) Evidence that methodology and design are appropriate to the scope of the project proposed.

d) Evidence that the project uses existing or emerging standards or effective practices. Demonstrated expertise and skill of personnel to be assigned to the project.

E.1.2 Need and Impact

- a) Evidence that the proposed project addresses a recognized need in the targeted population of learners.
- b) Extent to which the curriculum, instructional materials or tools developed are likely to be used by a significant portion of the targeted community, to further learning within the specific subject or context identified by the applicant.
- c) Extent to which the project's benefits will continue beyond the grant period. Soundness of the plan to assess the impact of project activities.

E.1.3 Programmatic Financial Capability

- a) 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.
- b) The degree to which the curriculum, instructional materials or tools are flexible enough to allow for meaningful adaptations for others educational organizations while maintaining their effectiveness.
- c) Evidence of the applicant's plans to keep the Library fully informed of project progress throughout the grant period, including lessons-learned, modifications and project results. Evidence of sound financial management and submission of an appropriate and cost-efficient budget.

E.1.4 Educational Networks and Affiliations

- a) Extent to which the applicant can demonstrate past collaborations with other educational entities leading to the design, testing and distribution curricula, instructional materials or tools.
- b) Extent to which the applicant includes a sound plan to disseminate the curriculum, app/online interactive or instructional materials, developed under this grant, through already-existing affiliations and networks, and by recruiting additional dissemination partners, where needed.
- c) Extent to which the applicant demonstrates an ability and commitment to incorporate knowledge, materials and activities developed during the grant period into the organization's continuing work after funding has ended.

E.1.5 Proposed use of Library Resources

a) Extent to which the proposed project incorporates primary sources from the online collections of the Library of Congress.

b) Extent to which the proposed project incorporates materials available from the Library's online collections and other resources (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).

c) The degree to which analysis of Library of Congress resources is critical to building understanding of key concepts within the proposed curriculum, materials or tools.

E.1.6 Past Activities

a) The degree to which the Applicant convincingly demonstrates that it possesses the institutional capacity to successfully complete the project. The Applicant must demonstrate recent and relevant field experience, and quality performance. If relevant, the application must include a description of experience and representative accomplishments of the organization of conducting activities of the type required under this NOFO.

E.1.7 Budget/Project Costs

a) The Library will evaluate the cost application of the applicant(s) under consideration for an award and review to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

b) The Library will also consider (1) the extent of the applicant's understanding of the financial aspects of the program and the applicant's ability to perform the activities within the amount requested; (2) whether the applicant's proposal will achieve the program objectives with reasonable economy and efficiency; and (3) whether any special conditions relating to costs should be included in the award.

c) Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306 and the Standard Provision "Cost Sharing (Matching)" for U.S. entities. Proposed cost share, if provided, will be reviewed for compliance with the standards set forth in 2 CFR 200.306 and the Standard Provision "Cost Sharing (Matching)" for U.S. entities.

d) The Library will evaluate the budget to determine whether the costs are allowable in accordance with the cost principles found in 2 CFR 200 Subpart E.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

F.1 Federal Award Notices

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 Grant Officer will send the draft Cooperative Agreement to the successful applicant, via email, for review, comments and or acceptance to be followed by full execution of the Cooperative Agreement. The Cooperative 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.

F.1.1 Administrative and National Policy Requirements

The resulting award from this NOFO will be administered in accordance with the Library of Congress' Regulation, LCR 7-310, and policies contained in 2 CFR 200 and identified herein.

F.1.1.1 Terms and Conditions

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

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 or on projects 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 institutions 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 institutions 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.

e) Nondiscrimination. Grants 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.

f) 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.

g) Drug-Free Workplace. The Library adopts the policies in the Drug-Free Workplace Act of 1988, 41 U.S.C. § 8103, which 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.

h) 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 grantee 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 sub-grant 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 sub-grantees must not make any award or permit any

award (sub-grant 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.

i) 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.

j) 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.

k) Intellectual Property Rights.

The Library's intention in this NOFO is that the works created are of maximum benefit to the American people. To that end, the products delivered under the resulting cooperative agreement must include an open license to the public for 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 freely 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 materials must be labeled as open educational resources (OER). 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.

F.2 Data Availability

All data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, valuation products or other scientific assessments in any medium or form, including textual, numerical, graphic, cartographic, narrative, or audiovisual, resulting from a financial assistance agreement is available for use by the Library of Congress, including being available in a manner that is sufficient for independent verification. (b) The Federal Government has the right to: (1) Obtain, reproduce, publish, or otherwise use the data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, produced under a Federal award; and (2) Authorize others to receive, reproduce, publish, or otherwise use such data, methodology, factual inputs, models, analyses, technical information, reports, conclusions, or other scientific assessments, for Federal purposes, including to allow for meaningful third-party evaluation.

F.3 Reporting

The award recipient must adhere to all reporting requirements listed below; further, US Non-governmental organizations need to be in compliance with 2 CFR 200.

The award recipient will submit all reports by the due date for approval to the Grant Officer (GO) via email. In addition to the reports below, the GO may request additional information to contribute to the internal Library project reviews.

F.3.1 Project Development Plan

Award recipient must submit a project development plan for the Library's approval, within thirty (30) days of award, including semi-annual status updates and regular review by Library staff.

F.3.2 Curriculum, Instructional Materials or Tools

Award recipient must submit curricula, syllabi and teaching materials that adhere to the nature and timing described in the Cooperative Agreement.

F.3.3 Performance Reports

Performance reports are due on April 5, 2022 and October 5, 2022 and must contain 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; and any other pertinent information relevant to the project results. The report must include qualitative and quantitative information describing activities carried out and specific results achieved during the period. In addition, the report must indicate key implementation challenges encountered and how they were, or are planned to be, resolved.

For awards with periods of performance 12 months or longer, recipients are required to submit **interim** performance reports on the frequency established in the Cooperative Agreement. Final reports are due no later than 90 calendar days after the award period of performance end date or termination date.

F.3.4 Significant Development Reports

Events may occur between the scheduled performance reporting dates which 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. This disclosure 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.

F.3.5 Interim Financial Reports

All recipients must use the SF-425, Federal Financial Report form for financial reporting and additional budget summary report. For awards with periods of performance 12 months or longer, recipients are required to submit **interim** financial reports on the frequency established in the cooperative agreement. The only exception to the interim financial reporting requirement is if the recipient is required to use the SF 270/271 to request payment and requests payment at least once annually, with the option to request monthly or quarterly, through the entire award period of performance. The Library will describe all financial reporting requirements in the cooperative agreement.

F.3.6 Final Financial Reports

At a minimum, all recipients must submit a final financial report. Final reports and the final Federal Financial Form (SF-425) are due no later than 90 calendar days after the award period of performance end date or termination date.

F.3.7 Conflict of Interest Disclosures

Recipients must notify the Grant Officer immediately in writing of any conflict of interest that arise 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 former Federal employee as a key project official, or in any other substantial role related to their award, whose participation put them out of compliance with the legal authorities addressing post-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 significant 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 200.338 Remedies for Noncompliance, including termination of the award.

F.3.8 Other Mandatory Disclosures

The applicant must disclose, in a timely manner, in writing to the Library all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Non-Federal entities that receive a Federal award including the terms and conditions outlined in 2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters are required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in 2 CFR 200.338 Remedies for Noncompliance, including suspension or debarment.

F.3.9 Reporting Matters Related to Recipient Integrity and Performance

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings in accordance with Appendix XII to 2 CFR 200.

G. FEDERALAWARDING AGENCY CONTACTS

G.1. Program Technical Contact

Vivian Awumey
TPS Program Manager
Library of Congress
101 Independence Avenue, S.E.
Washington DC, 20540
Email: vawu@loc.gov

G.2 Program Administration

Phoebe Coleman
Grants Officer – Contracts and Grants Directorate
Library of Congress
101 Independence Avenue, S.E.
Washington DC, 20540
Email: tps-grant@loc.gov
Phone Number: (202) 707-3309

H. OTHER INFORMATION

H.1 Payments and Invoice Instructions

The recipient must prepare and submit invoices electronically to: www.ipp.gov. The recipient may submit payment requests using other than electronic means only when alternate procedures are authorized by the Grant Officer in writing. Assistance is available via the IPP Help Desk via email at: ippgroup@bos.frb.org or by commercial telephone at (866) 973-3131. Invoices shall contain the information required in the cooperative agreement.

H.2 Other Information

The Library reserves the right to fund any or none of the applications submitted. The Grants Officer 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 Agency programming.

Applications with Proprietary Data

Applicants who include data that they do not want disclosed to the public for any purpose or used by the U.S. Government except for evaluation purpose, should mark the cover page with the following: "This application includes data that must not be disclosed, duplicated, used, or disclosed – in whole or in part – 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, or disclose the data to the extent provided in the resulting award. 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 each sheet of data it wishes to restrict with the following: "Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this application."