



**Official Award Notification for Grants and  
Cooperative Agreements**

Date of Award July 17, 2013

<b>Awardee Name and Address</b> Guam Public Library System  254 Martyr Street Hagatna, GU 96910	<b>LSTA State Grants</b>
	SP Pacific
	<b>Award Number</b> LS-01-13-0059-13
<b>Authorizing Official</b> Edward Calvo P.O. Box 2950 Hagatna, GU 96932	<b>Award Period</b>  From July 17, 2013 To September 30, 2014
<b>Project Director</b> Sandra Stanley 254 Martyr Street Agana, GU 96910-5141	<b>Total Award Amount</b> \$ 40,720.00  07/17/2013 \$40,720.00 Original Award

**Basic Award Information**

1. This grant is awarded for the purposes identified in the grantee's application for the FY 2013 LSTA Competitive Grants for the Pacific Territories, Freely Associated States, and the Virgin Islands, except as indicated by any attached correspondence from the grantee amending the project in accordance with the provisions in paragraph 2 below and the attached "Conditions of Acceptance." Attachment of such correspondence to this Award Notification shall constitute IMLS approval of amendments contained therein. No other amendments or revisions are approved.
2. No changes, other than those described in the "Conditions of Acceptance," may be made in the project without prior written approval from IMLS. Changes requiring prior approval include changes in the scope of work, key personnel, grant period, or changes in the project budget beyond those permitted by the "Conditions of Acceptance." All requests for approval of changes should be made to the Associate Deputy Director for State Programs, IMLS, 1800 M Street, NW, 9th floor, Washington, D.C. 20036, or by e-mail to (lbrooks@imls.gov).
3. Award terms and provisions, including payment and reporting procedures, are incorporated in the "Conditions of Acceptance." P. L. 104-208, as amended CFDA No. 45.310
4. The first request for payment will indicate the grantee's acceptance of the award and compliance with the LSTA statutory and regulatory requirements.

<b>IMLS Authorizing Official</b>  Signature 	<b>Name and Title</b> Laurie C. Brooks Associate Deputy Director
<b>Accounting Code:</b> 59130301P0.2013.LP130.75020.410  <b>CFDA Number:</b> 45.310  59130301P0.2013.LP130.75020.410	<b>TIN No. - 980018947</b> <b>DUNS No. - 855032215</b>



*Connecting People to Information and Ideas*

July 17, 2013

Honorable Edward J. B. Calvo  
Governor of Guam  
P.O. Box 2950  
Hagatna, GU 96932

Dear Governor Calvo:

It gives me great pleasure to notify you that the Institute of Museum and Library Services selected your proposal to receive a 2013 Library Services Grant for the Pacific Territories, Freely Associated States, and the Virgin Islands.

Enclosed you will find a letter from Laurie C. Brooks, Associate Deputy Director for State Programs, providing details about the terms and conditions of this award. Please review this letter, the enclosed forms, and materials carefully and follow the instructions they contain.

I am delighted that the Institute of Museum and Library Services is able to provide support for this project.

Sincerely,

Susan H. Hildreth  
Director



*Connecting People to Information and Ideas*

July 17, 2013

Honorable Edward J. B. Calvo  
Governor of Guam  
P.O. Box 2950  
Hagatna, GU 96932

Dear Governor Calvo:

Enclosed is your grant award for the FY 2013 Library Services Grant for the Pacific Territories, Freely Associated States and the Virgin Islands. We are providing you with information that will help you manage your grant.

This package contains:

1. Grant Award Notification;
2. Conditions of Acceptance;
3. Grant Cycle Calendar; and
4. FFATA/CCR Guidance and State Information for Reporting Subawards/Executive Compensation.

The Grant Award Notification and Conditions of Acceptance contain important information about complying with the terms of the grant. Please read all of this information carefully. The amount of your award, the dates of the award period, the CFDA number and the grant award number we have assigned are provided in the Grant Award Notification. If you need to contact IMLS about your grant, please reference your grant award number.

The Conditions of Acceptance describe the procedures you should follow in administering this grant. As specified in the Conditions of Acceptance, you must submit a final narrative program report and a final financial report by December 30, 2014.

The Grant Cycle Calendar lists important dates throughout the grant period. Refer to the Calendar for due dates for grant-related forms and reports.

The FFATA/CCR Guidance explains reporting requirements under the Federal Funding Accountability and Transparency Act (FFATA.) Please complete the State Information for Reporting Subawards/Executive Compensation form for this award and return the form to your Program Officer.

As a recipient of funds from IMLS, you are required to credit IMLS in all related publications and activities in conjunction with the use of your grant money. Our Office of Communications and Government Affairs has prepared a kit with suggestions and materials to help you and your subgrantees get the word out. You can access the information through the IMLS Web Page at: <http://www.imls.gov/recipients/communication.shtm>. Please copy and send us any coverage you or any of your subgrantees may receive about this award.

After reviewing all of the enclosed information pertaining to your grant award, if you have any questions, please contact your program officer, James Lonergan, at [jlonergan@imls.gov](mailto:jlonergan@imls.gov) or (202) 653-4653.

Congratulations on receiving this grant award.

Sincerely,

A handwritten signature in blue ink that reads "Laurie C. Brooks". The signature is written in a cursive style.

Laurie C. Brooks  
Associate Deputy Director, State Programs

Enclosures

cc: Sandra Stanley



**LIBRARY SERVICES GRANTS FOR THE PACIFIC TERRITORIES, FREELY ASSOCIATED STATES  
AND VIRGIN ISLANDS**

**CONDITIONS OF ACCEPTANCE FY2013**

**IMPORTANT:** Please give the Project Director and/or Project Contact, as well as the person(s) with financial oversight of this grant, copies of this document. Please read these Conditions of Acceptance very carefully. Failure to comply with these conditions may result in the suspension or termination of the grant, the return of grant funds, and may jeopardize eligibility for any pending or future grants from the Institute of Museum and Library Services.

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### **GRANTEE RESPONSIBILITIES**

In accepting a grant from the Institute of Museum and Library Services (IMLS), the grantee hereby agrees to abide by the following conditions for the conduct of the project activities and to abide by the Library Services and Technology Act statutory and regulatory requirements. Grants issued to state, local, and federally recognized Indian tribal governments are subject to **45 CFR Part 1183**, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

In accepting a grant, the grantee assumes the legal responsibility of administering the grant in accordance with these requirements and of maintaining documentation, which is subject to audit, of all actions/expenditures affecting the grant.

The award you are receiving was based on the information provided in your application. Any substantial changes in your organization or operations since your submission of the application or any changes during the grant period which may affect the future eligibility status of your institution must be immediately reported to IMLS in writing.

### **EXPENDITURE OF FUNDS**

The project period will begin and end in accordance with the dates stated on the grant award notification, July 17, 2013 to September 30, 2014. **It is the responsibility of the grantee to ensure that all project activities are completed and obligation of the project funds takes place on or before September 30, 2014.** All obligations incurred under this grant shall be liquidated/expended within ninety (90) days after the end of the grant period. **The liquidation period ends December 30, 2014.**

Grant funds must be expended only for activities identified in the approved project application, as amended. Grant funds may be expended for the items identified as allowable costs in 2 CFR, Part 225, Cost Principles for State, Local and Indian Tribal Governments (formerly OMB Circular A-87); 2 CFR, Part 220 (for educational institutions); and 2 CFR Part 230 (for non-profit organizations).

Expenditure of grant funds for the purchase of items of equipment costing over \$5,000 per unit is allowable only with prior written approval from your Program Officer. Equipment identified in the approved application budget is approved.

### **PAYING SLAA STAFF WITH LSTA FUNDS OR USING STAFF FOR MATCH**

Staff may be paid with LSTA funds in proportion to the percentage that they are involved with activities that meet the LSTA priorities included in the grantee's application. Grantees must document those personnel costs charged to LSTA grants as well as state and local personnel costs being used for matching funds. (See 2 CFR Part 225 Appendix B.8.h.)

### **REQUESTS FOR CHANGES**

Any change in the project personnel, scope of work, or other significant aspect of the project must be approved in advance by IMLS. Permission for such changes must be requested in

writing and discussed with your Program Officer. All communications regarding this grant should reference the grant number identified on the Grant Award Notification.

1. **Scope of Work:** It is the responsibility of the grantee to carry out the project activities as identified and described in the project proposal, as amended. No changes in the scope of work may be made without the prior written approval of IMLS.
2. **Project Personnel:** It is the responsibility of the grantee to obtain from IMLS prior written approval of changes in key personnel in the event that the personnel identified in the project proposal are unavailable to carry out the project activities as described in the project proposal, as amended.
3. **Schedule of Completion:** By accepting this award, it is understood that all obligations and activities will be completed within the grant award period. If the grantee cannot meet this requirement with respect to obligations, please contact your Program Officer for additional guidance. No extension for activities beyond the grant period is allowed.
4. **Project Budget:** It is the responsibility of the grantee to carry out the project activities as identified and described in the approved project budget. To meet unanticipated program needs, funds may be reallocated among existing cost categories, as approved in the final project budget. For awards of less than \$100,000, recipients may make these transfers without prior IMLS approval. For awards exceeding \$100,000, recipients must obtain prior written approval from IMLS when cumulative transfers among direct cost categories total more than 10% of the amount of the total project budget (including matching funds but excluding indirect costs.) Recipients must obtain prior written approval from IMLS to create new cost categories, regardless of the amount of the award.

**Any other significant aspect of the project:** Any changes to the project not identified above should be discussed with IMLS staff before implementation. Please contact your Program Officer.

#### **COPYRIGHT/WORK PRODUCTS**

We require acknowledgement of IMLS assistance in all publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval for another arrangement. We require that grantees provide three copies to IMLS of any products produced with IMLS funds with the final reports. The recipient may copyright any work that is subject to copyright and was developed, or for which ownership was purchased, under an award. IMLS reserves, for Federal government purposes, a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work.

#### **ACKNOWLEDGEMENT OF IMLS**

As a recipient of funds from IMLS, you are required to credit IMLS in all related publications and activities in conjunction with the use of your grant money. Our Office of Communications and

Government Affairs has prepared a kit with suggestions and materials to help you and your subgrantees get the word out. You can access the information through the IMLS web page at:

<http://www.ims.gov/recipients/communication.shtm>. Please copy and send us any coverage you or any of your subgrantees may receive about this award.

### **PAYMENT PROCEDURES**

A Federal accounting office handles the payment of funds for IMLS grants. Recipients will request cash advances or reimbursements as needed according to the following conditions:

1. To receive grant funds, grantees should **email a PDF copy of the Request for Advance or Reimbursement SF-270 to the Grants Administration Office at [grantsadmin@ims.gov](mailto:grantsadmin@ims.gov). If you cannot email the document in PDF format to IMLS, please fax a copy to 202-653-4604. Do not also mail the original.** Grantees may request payment whenever grant funds are needed. Requests for advance payment shall be limited to the recipient's immediate cash needs. Federal funds advanced to the recipient should be fully disbursed (example: checks written, signed, and issued to the payees) within 30-days from the date the recipient receives the advance funds from IMLS. Please note, section 8 of SF-270 must contain dates that fall within the grant period. For example, in the FY 2013 grant, eligible dates for section 8 would be a period of time *within* the grant period of July 17, 2013 through September 30, 2014. Payments will normally be made within ten (10) working days of receipt of the request by IMLS. If you do not receive your funds within that period, or if you have other questions concerning payment requests submitted, you may contact the IMLS Office of Grants Administration at [grantsadmin@ims.gov](mailto:grantsadmin@ims.gov) or (202) 653-4737. **List only one grant per SF-270 form.** The form is located at: <http://www.ims.gov/pdf/sf270.pdf>
2. **Grantees that are paid in advance are required to report on the status of funds received from IMLS within 30 days after an advance is received using either Section 11 or Section 12 of the Request for Advance or Reimbursement Form (SF-270).** The SF-270 form must be submitted for reporting, even if no additional funds are being requested. The next request for payment will not be approved until the outstanding advance has been fully liquidated by the recipient. Incomplete SF-270 forms may result in delayed payments.
3. Grant payments will be made by direct deposit to your designated bank account through the Department of Treasury payment system. This system is the only way to receive your grant money. Each grantee is allowed only one account in which the Department of Treasury will deposit grant funds. If you receive other grants from IMLS, payments from those grant funds will be directly deposited to the same bank account. **If you change your account information, you must submit a revised Automated Clearinghouse (ACH) enrollment form SF3881 to the Grants Administration Office.** Email the ACH form in PDF format to [grantsadmin@ims.gov](mailto:grantsadmin@ims.gov). **If you cannot email the document in PDF format to IMLS, please fax a copy to 202-653-4604.** The form is available at: <http://www.ims.gov/docs/ACH.doc>

4. Regarding the Cash Management Improvement Act of 1990 (CMIA): While IMLS grants and awards generally do not fall under the CMIA requirement, State governments may enter into an agreement with the U.S. Treasury Department to adhere to CMIA regulations and require all its departments to comply.
5. IMLS requires that the recipient maintain a restricted account for funds received for the duration of the project period. This provision does not require the recipient to maintain a separate non-interest bearing bank account for the IMLS funds; however, the recipient must establish and maintain a separate accounting category within its internal accounting system to show that the funds have been used only for project costs. This restricted account record must be adequate to satisfy normal auditing procedures.

If you have any questions regarding these procedures for submitting a Request for Advance or Reimbursement, or if you have questions concerning an actual payment, please contact your Program Officer.

#### **SAM REGISTRATION**

As a grantee, you must maintain the currency of your information in the System for Award Management <http://sam.gov> (formerly CCR). This requires that you review and update the information at least annually after the initial registration, and more frequently if required by changes in your information or other guidance. **PLEASE NOTE: Your SAM registration must be active at the time IMLS issues your grant award.**

#### **FFATA SUBGRANT REPORTS**

The Federal Funding Accountability and Transparency Act (FFATA) requires that information on federal awards (grants and contracts) be available to the public by a single searchable website, <http://www.USASpending.gov>. FFATA also requires grant award recipients (prime awardees) to file reports on any subgrants awarded that are greater than or equal to \$25,000. Within the State Grants Program, SLAAs are the prime awardees. Subgrant information is input into the FFATA Subaward Reporting System (FSRS) and automatically linked to <http://www.USASpending.gov>. A prime awardee is required to file a FFATA subgrant report by the end of the month following the month in which the subgrant is awarded. Please see the enclosed guidance on FFATA subgrants. The FSRS website, <http://www.frs.gov> provides additional information and extensive FAQs.

In some cases, executive compensation must be reported as well.

SLAAs must complete the attached form, State Information for Reporting Subawards and Executive Compensation, indicating whether or not subgrants will be awarded. Return this form to your Program Officer.

#### **REPORTING REQUIREMENTS**

Final performance and final financial reports are due to IMLS ninety days after the end of the grant period shown on your grant award notification document. Reports must be received at IMLS by **December 30, 2014**. Both performance and financial reports must be **signed by the authorized certifying official for the grant** as indicated on the grantee's application form.

### Final Performance Report

A one-page summary of grant activities is due for each grant. Grantees may submit longer reports if they choose. There is no official form for this part of the final report. The report should include basic information concerning the grant such as grant number, dates of grant period, description of the grant project and name of person submitting report. The authorized certifying official should sign and date the report. The description of the grant project should answer these questions:

- What community needs were addressed?
- What were the goals of the grant project?
- Who was the targeted audience of the project?
- What activities were implemented to address the goals?
- How was the grant project evaluated?
- What were the results of the of the grant project?

IMLS is especially interested in the impact the project had on the people in the community.

### Financial Report

IMLS does not require interim financial reports, only a final financial report. **Grantees must use the financial status report provided by IMLS State Programs, not the standard form SF 269.** The financial status report indicates whether all grant funds or only partial grant funds for a particular grant were expended and if any funds should be deobligated. The report form also indicates the amount of cash match provided by the grantee and the amount of administrative costs attributed to the grant. Some grantees are not required to provide matching funds, but the Freely Associated States are required to fund at least 34% of the **total** project costs (not just 34% of the IMLS costs). Administrative costs, whether indirect or direct costs, should not exceed 4% of the grant award amount. The financial report should be signed by the authorized certifying official for the grant.

### Obligation and Liquidation of Funds

All grant funds should be obligated by the grant end date (September 30) and all funds liquidated (expended) within ninety days after the grant end date (December 30). Obligated funds are funds that are committed by a contract or purchase order.

**Grant funds may not be obligated after the grant end date.** If any funds remain ninety days after the grant end date, the grantee must indicate one of two conditions to IMLS.

1. The grant funds were not obligated by the end of the grant period (September 30) and now must be deobligated. Grant funds not obligated by the grant end date are no longer available for reimbursement to the grantee. The grantee should indicate on the financial status report form the amount of unobligated federal funds to be deobligated. Deobligated funds are returned to the U.S. Treasury Department.
2. The grant funds were obligated by the grant end date but not all bills have been paid or finalized within the allowed liquidation period of ninety days. In this case, the grantee must contact the Program Officer for guidance.

Please be aware that sometimes financial reports are submitted to IMLS indicating that all or some of the grant funds were expended and yet IMLS drawdown records indicate that the funds were not drawn down but remain at IMLS. In this instance, IMLS will contact the grantee to discuss the situation since IMLS must either transfer funds to the grantee through reimbursement or return the funds to the U.S. Treasury Department.

### Submitting Reports

Grantees have the option of faxing or e-mailing the draft financial and performance reports to the Program Officer. Your Program Officer will review the reports and suggest corrections if needed. The reports will then be correct when they are given to your authorized certifying official for signature. Mail the completed reports with original signatures to IMLS.

Requests for payment will not be processed if either financial or performance reports are overdue.

### NON-COMPLIANCE

Failure to comply with the terms of the Conditions of Acceptance, including the IMLS application assurances, may result in withholding of grant funds, the suspension or termination of the grant, the return of federal funds, and may jeopardize eligibility for any pending or future grants from IMLS.

### INFORMATION AND FORMS ONLINE

IMLS provides these Conditions of Acceptance and reporting forms specific to the Pacific & Virgin Islands program on our Extranet: <http://stateprograms.imls.gov> (username: lsta / password: statepgms55).

If you have any questions about administering the grant or the required forms, check with your Program Officer.

### CONTACT

Throughout this document, you are referred to your Program Officer if you have questions. Your contact for this program is:

James Lonergan  
Senior Program Officer  
Institute of Museum and Library Services  
1800 M Street, NW, 9<sup>th</sup> Floor  
Washington, DC 20036-5841

Telephone: 202-653-4653  
Fax: 202-653-4602  
E-mail: [jlonergan@imls.gov](mailto:jlonergan@imls.gov)  
[www.imls.gov](http://www.imls.gov)

## IMLS Pacific Grant Cycle Calendar for FY 2013

DATE	CALENDAR YEAR	ACTIVITY
10-01	2012	<ul style="list-style-type: none"> <li>FY 2013 Federal Fiscal Year Begins</li> </ul>
12-30	2012	<ul style="list-style-type: none"> <li>FY 2011 Final Performance and Financial Reports Due to IMLS</li> </ul>
July	2013	<ul style="list-style-type: none"> <li>FY 2013 Grant Awards Issued</li> </ul>
9-30	2013	<ul style="list-style-type: none"> <li>FY 2012 Grant Award Period Ends (all FY 2012 funds should be obligated/committed)</li> <li>FY 2013 Federal Fiscal Year Ends</li> </ul>
10-01	2013	<ul style="list-style-type: none"> <li>FY 2014 Federal Fiscal Year Begins</li> <li>90-day Liquidation Period Begins for Obligated FY 2012 Grant Funds (expend funds by December 30)</li> </ul>
12-30	2013	<ul style="list-style-type: none"> <li>FY 2012 Final Performance and Financial Reports Due to IMLS</li> <li>Final Request for Payment (form SF 270) of FY 2012 Grant Funds Should be Submitted to IMLS by December 30</li> </ul>
July	2014	<ul style="list-style-type: none"> <li>FY 2014 Grant Awards Issued</li> </ul>
9-30	2014	<ul style="list-style-type: none"> <li>FY 2013 Grant Award Period Ends (all FY 2013 funds should be obligated/committed)</li> <li>FY 2014 Federal Fiscal Year Ends</li> </ul>
10-01	2014	<ul style="list-style-type: none"> <li>FY 2015 Federal Fiscal Year Begins</li> <li>90-day Liquidation Period Begins for Obligated FY 2013 Grant Funds (expend funds by December 30)</li> </ul>
12-30	2014	<ul style="list-style-type: none"> <li>FY 2013 Final Performance and Financial Reports Due to IMLS</li> <li>Final Request for Payment (form SF 270) of FY 2013 Grant Funds Should be Submitted to IMLS by December 30</li> </ul>

**Territories/States should notify IMLS and submit a new Information Update form whenever any details of the five Primary LSTA Contacts have changed.**



State \_\_\_\_\_

FY 2013 Grant # \_\_\_\_\_

## SUBAWARDS AND EXECUTIVE COMPENSATION

### Reporting Subawards and Executive Compensation

(2 CFR Part 170 – Requirements for Federal Funding Accountability and Transparency Act Implementation; Appendix A to Part 170 – Award Terms)

The person designated as the authorized certifying official for this **LSTA Grants to States** grant (as designated on the form, State Legal Officer's Certification of the Authorized Certifying Official) is responsible for selecting, and signing one option in **both** Parts I and II. Please mail the signed form to your IMLS Program Officer.

### Part I. Reporting of first-tier subawards

Check one of the following options (A, B, or C), complete any sub-questions, and sign below:

- A. The State DOES NOT utilize IMLS funds to (check one):
  - Make subawards; or
  - Make subawards of \$25,000 or more
  
- B. The State does utilize IMLS funds to make subawards, with individual awards of \$25,000 or more. The subawards will be made in \_\_\_\_\_, \_\_\_\_\_ (month, year). The grantee acknowledges its responsibility to track and report on the subawards within the FFATA Subaward Reporting System as outlined in Extranet guidance from IMLS.
  
- C. The State has not made a decision whether or not to utilize IMLS funds to make subawards, with individual awards of \$25,000 or more. The state will resubmit this form once that decision is made.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

### Part II. Reporting total compensation of recipient executives

Check one of the following options (A or B) and sign below:

- A. The State meets the applicability requiring reporting of total compensation of recipient executives and will report total compensation for the preceding completed fiscal year.
  
- B. The State DOES NOT meet the applicability requiring reporting of total compensation of recipient executives and will NOT report total compensation for the preceding completed fiscal year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC  
AND U.S. VIRGIN ISLANDS**

**COMMENT AND SCORING SHEET**

Note here if this is a signed or  
unsigned copy.

**Applicant:** Guam Public Library

**Log Number:** \_\_\_\_\_

**EVALUATION CHECKLIST**

- In the space after “Comments” for each criterion, write instructional comments addressing the strengths and weaknesses of that proposal section. Comments are required for each criterion. Include page citations from the proposal to justify your comments where appropriate.
- Assign a score to Criteria 1-6 using the rating guide below. Use only whole numbers. Do not use zeros, fractions or decimals, or more than one number.
- For detailed instructions on completing the comment and scoring sheet, see the reviewer packet for the handout entitled, *Reviewer Instructions*.

**RATING GUIDE**

<b>Score</b>	<b>Definition</b>
1	Proposal provides <u>inadequate</u> evidence of ability to accomplish proposed activities.
2	Proposal provides <u>minimal</u> evidence of ability to accomplish proposed activities.
3	Proposal provides <u>adequate</u> evidence of ability to accomplish proposed activities.
4	Proposal provides <u>strong</u> evidence of ability to accomplish proposed activities.
5	Proposal provides <u>outstanding</u> evidence of ability to accomplish proposed activities.

## EVALUATION CRITERIA

### Applicant:

#### Criterion 1. Statement of Need

**Numerical Score (1-5):**

Include a statement of need for the services/project described in this proposal as it relates to the library and community. Include information such as:

- a brief description of the community,
- current status of the library and its services, and
- what needs will be met by this project and how those needs were determined.

#### *Comments:*

Lacks discussion of current status of information technology the library uses- is there an online catalog? Not clear what the "Alchemy system" functions are and how the library uses it.

#### Criterion 2. Project Design

**Numerical Score (1-5): 2**

Include a description of the proposed project plan. If this application continues a project from the previous year, give a short summary of the progress to date. Include information such as:

- clear goals and objectives,
- how this project relates to the library's long range goals,
- action steps and activities to implement the project,
- appropriate application of technology including strategies to service, maintain, and upgrade proposed hardware and software if technology is part of the project, and
- plan to maintain and continue the positive changes after the period of federal funding.

#### *Comments:*

Not clear if the objectives are to convert the microfilm to the electronic folder in the Alchemy system. or convert microfilms to CD's, or both.

GPL might consult with a professional librarian or archivist with experience in digital projects for advice on how to best digitally store and assess these materials.

This project relates to the library's long range goals but given the many changes in information technology and digital archiving, not certain the proposed technology conversion steps are the best. Strongly recommend consulting with professional digital librarian/archivist before commencing project.

Recommend spot checks early in the conversion process for quality of vendor's work.

**Range of scores: 1 = inadequate; 2 = minimal; 3 = adequate; 4 = strong; 5 = outstanding**

**Applicant:**

**Criterion 3. Management and Personnel**

**Numerical Score (1-5): 3**

Describe the strategy for completing a successful project. Include information such as:

- evidence that the applicant will effectively complete the project by managing the appropriate resources including funding, facilities, equipment, and supplies,
- evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities, and
- description of reporting relationships for personnel and oversight responsibilities for the project.

*Comments:*

Staff may benefit from training in accession and indexing of digital resources.

**Criterion 4. Evaluation**

**Numerical Score (1-5): 2**

Describe the approach and methodology to be used for monitoring and assessing the activities of the project. Include information such as:

- baseline data and final data, relating to library services or to a service population, illustrating how much was achieved through this project,
- evidence of ongoing evaluation to assess progress,
- measurement of the impact of new or improved services for the community, and
- plan for documenting final results -- both expected and unexpected.

*Comments:*

This section could be written more concisely and clearly.

Will the check out/usage forms gather information on type of user- student, researcher, etc. and purpose?

No mention of plan for documenting final results.

**Range of scores: 1 = inadequate; 2 = minimal; 3 = adequate; 4 = strong; 5 = outstanding**

**Applicant:**

**Criterion 5. Regional Impact**

**Numerical Score (1-5): 2**

Describe how this project could serve as a model for other Pacific Region or island libraries and how such information about this project will be shared within the library community. Include such information as:

- evidence of cooperation by two or more organizations or Pacific entities if relevant to the project,
- evidence of adaptability of projects to other Pacific Region or island environments, and
- dissemination of project results (including technical knowledge gained during the project) locally and regionally using a variety of appropriate media.

*Comments:*

This project might consider asking support from other academic and special librarians on island and in the region to announce the project and the available resources. GPL could benefit from lessons learned by the other institutions and have their support in sharing the project in the regional library community.

**Criterion 6. Budget**

**Numerical Score (1-5): 2**

Demonstrate that the budget is appropriate, reasonable, and cost effective. The budget narrative should address the project and all items of cost listed on the budget form. The budget section should contain:

- a budget narrative including an explanation/justification of project funds including funds requested from IMLS, cash match funds, and in-kind contributions and
- a completed budget form.

*Comments:*

How did GPL select this vendor?

The total amount of the invoice for the vendor is \$28,000. With the other expenditures listed in the budget, there will not be enough to cover the total costs of the project. How will GPL make up the difference?

**Range of scores: 1 = inadequate; 2 = minimal; 3 = adequate; 4 = strong; 5 = outstanding**

## FINAL SCORE SHEET

### Applicant:

Total the scores for Criteria 1-6

1. 2
2. 2
3. 3
4. 2
5. 2
6. 2

Total = 13

### ADDITIONAL COMMENTS

Use this space to write additional comments or suggestions for the applicant that can help to improve the proposal for future submission or to carry out project goals in other ways. These comments along with the comments for each criterion will be provided to the applicants.

This project has significant merit as it is important to capture and preserve the historical documents of Guam and increase access to them.

Given the the many changes in digital archives and digital curation projects, GPL would be wise to consult with professional librarians/archivists before they begin this project.

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**REMEMBER TO MAKE 2 COPIES BEFORE SIGNING. (Then sign one only.)**

I have reviewed the application cited above in compliance with the application review procedures. I have provided scores and comments for all applicable criteria.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC  
AND U.S. VIRGIN ISLANDS  
COMMENT AND SCORING SHEET**

**Note here if this is a signed or  
unsigned copy.**

**Applicant:** Guam Public Library (GPL) System **Log Number:** \_\_\_\_\_

**EVALUATION CHECKLIST**

- In the space after “Comments” for each criterion, write instructional comments addressing the strengths and weaknesses of that proposal section. Comments are required for each criterion. Include page citations from the proposal to justify your comments where appropriate.
- Assign a score to Criteria 1-6 using the rating guide below. Use only whole numbers. Do not use zeros, fractions or decimals, or more than one number.
- For detailed instructions on completing the comment and scoring sheet, see the reviewer packet for the handout entitled, *Reviewer Instructions*.

**RATING GUIDE**

<b>Score</b>	<b>Definition</b>
1	Proposal provides <u>inadequate</u> evidence of ability to accomplish proposed activities.
2	Proposal provides <u>minimal</u> evidence of ability to accomplish proposed activities.
3	Proposal provides <u>adequate</u> evidence of ability to accomplish proposed activities.
4	Proposal provides <u>strong</u> evidence of ability to accomplish proposed activities.
5	Proposal provides <u>outstanding</u> evidence of ability to accomplish proposed activities.

## EVALUATION CRITERIA

### Applicant: Guam

#### **Criterion 1. Statement of Need**

**Numerical Score (1-5): 3**

Include a statement of need for the services/project described in this proposal as it relates to the library and community. Include information such as:

- a brief description of the community,
- current status of the library and its services, and
- what needs will be met by this project and how those needs were determined.

#### *Comments:*

The overview of Guam's socioeconomic situation is helpful to an understanding of the island's diversity and unique library service delivery challenges. Curiously, no mention is made of the status of Guam's branch libraries, which were widely reported in the media as being closed. The 2013 organizational chart still shows all of the branch libraries. It would be helpful to include an update on the branch libraries' status.

Significant reliance on IMLS funding is acknowledged, and poses a continuous threat to the stability of GPL's programs and services.

The biggest weakness in this section is the needs statement, which does not speak to the level of demand for access to the collections, what the collections include, nor how the collections have been used in the past. Are the collections duplicated elsewhere (Micronesian Area Research Center, etc.), and, if so, what efforts to collaborate and avoid duplication of effort have been undertaken?

#### **Criterion 2. Project Design**

**Numerical Score (1-5): 1**

Include a description of the proposed project plan. If this application continues a project from the previous year, give a short summary of the progress to date. Include information such as:

- clear goals and objectives,
- how this project relates to the library's long range goals,
- action steps and activities to implement the project,
- appropriate application of technology including strategies to service, maintain, and upgrade proposed hardware and software if technology is part of the project, and
- plan to maintain and continue the positive changes after the period of federal funding.

#### *Comments:*

The narrative lacks a very clearly defined statement on the content and scope of the microfilms selected for conversion to compact disk, which is a questionable choice. The abstract hints at some historical Guam titles; are these available electronically or in microfilm anywhere else (Library of Congress, MARC, etc?). Potential duplication of effort is a concern of this reviewer, and I had hoped it would be addressed in the proposal.

The project design is very weak and lacks specificity. There is no clear description of what collections will be transferred from microfilm to compact disk. Are these Guam documents found in no other collections, either on island or elsewhere? Reference is made to a 2009 project

upon which this year's project will build, but the outcomes of that project are vague. The narrative indicates various formats will be included: audio records, scanned documents, serial collections, historical recordings, data, etc. This is extremely confusing. The narrative suggests that if the vendor discovers "fragile" microfilm, the documents will be scanned. Does GPL hold print documents that duplicate the entire microfilm in question?

Why are microfilms being converted to compact disk? What evidence exists in the professional literature that informed this decision, and supported this strategy for the GPL project? Is this the most viable long term solution? One thing that makes this question impossible to answer is that it is so unclear exactly what is on the microfilm.

Frequent mention is made as to the deterioration of the microfilm, but also to storing/retaining it after conversion ("still preserving the microfilm and digital collections", page 3). How will the GPL address the cause of the deterioration?

This reviewer is extremely concerned about the action step number 1 on page 4 of the narrative, suggesting that microfilm serial collections are included in this project. If the intent is to convert standard back runs of widely available serials, this would be wasteful, as archival quality microfilm can be purchased, and more and more, access to older runs of journals in electronic versions is possible, in many cases for free.

Finally, the choice of the Alchemy system is not explained. This reviewer cannot find any information that shows its successful use in libraries for the purpose of preserving fragile historical collections, be they print or microfilm (the narrative refers to addressing both formats). This reviewer is very concerned that appropriate archival quality options adhering to accepted national standards are not being implemented for this project.

### **Criterion 3. Management and Personnel**

**Numerical Score (1-5): 3**

Describe the strategy for completing a successful project. Include information such as:

- evidence that the applicant will effectively complete the project by managing the appropriate resources including funding, facilities, equipment, and supplies,
- evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities, and
- description of reporting relationships for personnel and oversight responsibilities for the project.

#### *Comments:*

The GPL is to be highly commended for their progress, made possible by a team of very dedicated staff.

However, the many years GPL has lacked the appointment of a professionally qualified librarian to the position of Territorial Librarian detracts significantly from the GPL reputation, not only within the library community of Guam, but throughout Micronesia, and in such organizations as COSLA. This vacancy should be addressed immediately, as it will increase the stature of GPL, and ensure that professional networks are regularly utilized for the advancement of library services throughout Guam. This position is critical, for its role as an advocate at the highest levels of government on Guam.

**Criterion 4. Evaluation****Numerical Score (1-5): 2**

Describe the approach and methodology to be used for monitoring and assessing the activities of the project. Include information such as:

- baseline data and final data, relating to library services or to a service population, illustrating how much was achieved through this project,
- evidence of ongoing evaluation to assess progress,
- measurement of the impact of new or improved services for the community, and
- plan for documenting final results – both expected and unexpected.

*Comments:*

The evaluation section is weak and confusing. This reviewer senses that this reflects the overall nature of the proposed project – weak, confusing, and without clear purpose.

Quality control is a critical component of any conversion project, and use of questionnaires does not seem to be the best method for ascertaining quality. If this project goes forward, testing an initial reel of film would be highly advisable.

Again, the narrative mentions “these [microfilm] originals will be stored and preserved,” but the how and where are not defined.

**Criterion 5. Regional Impact****Numerical Score (1-5): 2**

Describe how this project could serve as a model for other Pacific Region or island libraries and how such information about this project will be shared within the library community. Include such information as:

- evidence of cooperation by two or more organizations or Pacific entities if relevant to the project,
- evidence of adaptability of projects to other Pacific Region or island environments, and
- dissemination of project results (including technical knowledge gained during the project) locally and regionally using a variety of appropriate media.

*Comments:*

The regional impact section is extremely weak, and reflects the lack of professional leadership at GPL. A professional in the position of Territorial Librarian would have local, regional, national, and international contacts and expertise from which to draw upon for recommendations, advice, and lessons learned. This section does not address the criteria of dissemination very well. The emphasis is on whether GPL staff can attend workshops or conferences such as PIALA, but if this is not possible they are relying on informing local media about the project. While this is, of course, essential, so many other opportunities for REGIONAL dissemination are not defined.

Guam has exponentially more resources than the rest of Micronesia, and I believe they could be playing a much bigger role in modeling projects and being very aggressive about outreach to the rest of the region’s libraries. GPL needs to be more active in GLA and PIALA, at the least. This does not necessarily require travel, but submissions to the website news would be welcome, especially as it relates to dissemination of technical knowledge gained from IMLS-funded projects.

**Criterion 6. Budget**

**Numerical Score (1-5): 1**

Demonstrate that the budget is appropriate, reasonable, and cost effective. The budget narrative should address the project and all items of cost listed on the budget form. The budget section should contain:

- a budget narrative including an explanation/justification of project funds including funds requested from IMLS, cash match funds, and in-kind contributions and
- a completed budget form.

*Comments:*

The budget is for outsourcing and supplies. The cost is high for an unproven solution that does not take into account collections at other Guam repositories, nor archival and preservation standards. It is unclear how Island Business Systems & Supplies was chosen, and what criteria went into selecting this vendor. Were bids sought from other companies? What other work has the vendor done for library collections?

## FINAL SCORE SHEET

### Applicant: Guam

Total the scores for Criteria 1-6

1. \_\_\_\_\_ 3
2. \_\_\_\_\_ 1
3. \_\_\_\_\_ 3
4. \_\_\_\_\_ 2
5. \_\_\_\_\_ 2
6. \_\_\_\_\_ 1

Total = \_\_\_\_\_ 12 \_\_\_\_\_

### ADDITIONAL COMMENTS

Use this space to write additional comments or suggestions for the applicant that can help to improve the proposal for future submission or to carry out project goals in other ways. These comments along with the comments for each criterion will be provided to the applicants.

I cannot recommend funding this project as it does not utilize accepted archival, preservation, or conversion standards. The project proposes to convert a vaguely defined set of microfilm materials (and other formats? still unclear from the proposal exactly what the materials include). The benefits of converting microfilm serial collections to compact disc are quite questionable.

The proposal does not specifically detail how the project aligns with any of IMLS's strategic priorities. The schedule of completion is wordy and confusing. Try to state clear tasks simply. Save the explanations, as needed, for the narrative section.

How did this project become a priority for GPL?

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Signature \_\_\_\_\_

Date \_\_\_\_\_

**LIBRARY SERVICES AND TECHNOLOGY ACT  
COMPETITIVE GRANTS FOR THE PACIFIC  
AND U.S. VIRGIN ISLANDS**

**COMMENT AND SCORING SHEET**

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unsigned copy.**

**Applicant:** Guam Public Library System, Guam \_\_\_\_\_

**Log Number:** \_\_\_\_\_

**EVALUATION CHECKLIST**

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**RATING GUIDE**

<b>Score</b>	<b>Definition</b>
1	Proposal provides <u>inadequate</u> evidence of ability to accomplish proposed activities.
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4	Proposal provides <u>strong</u> evidence of ability to accomplish proposed activities.
5	Proposal provides <u>outstanding</u> evidence of ability to accomplish proposed activities.

## EVALUATION CRITERIA

### Applicant:

#### Criterion 1. Statement of Need

**Numerical Score (1-5): 3**

Include a statement of need for the services/project described in this proposal as it relates to the library and community. Include information such as:

- a brief description of the community,
- current status of the library and its services, and
- what needs will be met by this project and how those needs were determined.

#### *Comments:*

- Your proposal explains why this archival project is very important to the culture in Guam and research both individually and academically.
- It explains why it is important for the library to continue the use of and access to EBSCO host for not only the public libraries but the whole country.
- You have provided background usage and number of current libraries in Guam and the size of its collection.
- What kind of information is on the microfilm?
- How could the information on microfilm be utilized by other universities, public libraries and research facilities?
- How could partnerships with institutions outside the territory of Guam better support your initiatives both financially and professionally?

#### Criterion 2. Project Design

**Numerical Score (1-5): 2**

Include a description of the proposed project plan. If this application continues a project from the previous year, give a short summary of the progress to date. Include information such as:

- clear goals and objectives,
- how this project relates to the library's long range goals,
- action steps and activities to implement the project,
- appropriate application of technology including strategies to service, maintain, and upgrade proposed hardware and software if technology is part of the project, and
- plan to maintain and continue the positive changes after the period of federal funding.

#### *Comments:*

- You have identified Compact Discs as being your primary storage medium. Will there be back up copies? Where will they be stored?
- How would including a disaster management plan be beneficial for this project?
- Have you looked installation costs of Alchemy?
- Have you looked at previous examples of how this system has been useful to other libraries? Are there any other islands/library systems that have used this system?
- Once the CDs are stored, if there is no inventory, how can the information be accessed?

**Range of scores: 1 = inadequate; 2 = minimal; 3 = adequate; 4 = strong; 5 = outstanding**

**Applicant:**

**Criterion 3. Management and Personnel**

**Numerical Score (1-5): 2**

Describe the strategy for completing a successful project. Include information such as:

- evidence that the applicant will effectively complete the project by managing the appropriate resources including funding, facilities, equipment, and supplies,
- evidence that the project personnel demonstrate appropriate experience and expertise and will commit adequate time to accomplish project goals and activities, and
- description of reporting relationships for personnel and oversight responsibilities for the project.

*Comments:*

- Would it be more beneficial to train one of your own staff to be the main person in charge of converting the microfilm?
- Does the current GPLS standard form need to be modified according to the project identified?
- How would creating a questionnaire before the start of the project assist with focusing on why the microfilm should be made available?
- Is storage air conditioned?

**Criterion 4. Evaluation**

**Numerical Score (1-5): 3**

Describe the approach and methodology to be used for monitoring and assessing the activities of the project. Include information such as:

- baseline data and final data, relating to library services or to a service population, illustrating how much was achieved through this project,
- evidence of ongoing evaluation to assess progress,
- measurement of the impact of new or improved services for the community, and
- plan for documenting final results – both expected and unexpected.

*Comments:*

- The proposal has indicated that there will be an evaluation.
- How will the documents be found by others?
- Could evaluations be on the website? Where is the website?
- A timeline is needed to ensure that all evaluations are properly used and are useful to the project.

**Range of scores: 1 = inadequate; 2 = minimal; 3 = adequate; 4 = strong; 5 = outstanding**

**Applicant:**

**Criterion 5. Regional Impact**

**Numerical Score (1-5): 1**

Describe how this project could serve as a model for other Pacific Region or island libraries and how such information about this project will be shared within the library community. Include such information as:

- evidence of cooperation by two or more organizations or Pacific entities if relevant to the project,
- evidence of adaptability of projects to other Pacific Region or island environments, and
- dissemination of project results (including technical knowledge gained during the project) locally and regionally using a variety of appropriate media.

*Comments:*

- This project is not well supported by information found on the microfilm and the information that it contains.

**Criterion 6. Budget**

**Numerical Score (1-5): 1**

Demonstrate that the budget is appropriate, reasonable, and cost effective. The budget narrative should address the project and all items of cost listed on the budget form. The budget section should contain:

- a budget narrative including an explanation/justification of project funds including funds requested from IMLS, cash match funds, and in-kind contributions and
- a completed budget form.

*Comments:*

- You have identified that the consultant from Alchemy will be receiving most of the funding.
- There are no matching funds indicated.

**Range of scores: 1 = inadequate; 2 = minimal; 3 = adequate; 4 = strong; 5 = outstanding**

## FINAL SCORE SHEET

### Applicant:

Total the scores for Criteria 1-6

1. 3
2. 2
3. 2
4. 3
5. 1
6. 1

Total = 12

### ADDITIONAL COMMENTS

Use this space to write additional comments or suggestions for the applicant that can help to improve the proposal for future submission or to carry out project goals in other ways. These comments along with the comments for each criterion will be provided to the applicants.

The timeline is extremely vague.

Partner libraries both in Guam and abroad are highly recommended for optimal access.

More training is needed for library personnel involved in this project.

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Signature \_\_\_\_\_

Date \_\_\_\_\_