



Application & Rubric Worksheet

U.S. Department of Housing & Urban Development
Public Facilities Preservation Initiative Grants
For Small, Rural Public Libraries



This worksheet is intended to help you plan your grant application. To be considered, you must submit your application using the online form which you can access through our grant page

<https://libraries.vermont.gov/capitalprojectgrants/public-facilities-preservation>

The online form contains logic. This means that you will receive additional/different questions depending on your answers.

Do not exceed word limits which are indicated below.

Application

This is an application for capital projects funds from the Vermont Department of Libraries (the Department) through the U.S. Department of Housing & Urban Development's FY2023 Economic Initiative Community Project Funding program. These capital grant awards are intended to provide subgrants to small, rural public libraries in Vermont so they can complete capital projects needed to maintain and repair existing buildings and/or to improve access to existing public library buildings.

The goal of this program is to assist public libraries in Vermont complete urgent capital projects when there are insufficient local funds.

The Department anticipates awarding \$9,600,000 to public libraries in Vermont and plans to award at least 20 grants of \$50,000-400,000 through a highly competitive process.

Successful applications will describe a cohesive grant project. Applications that include multiple building projects will be strongest if the various elements of the program are interconnected.

All public libraries in Vermont are welcome to apply for these capital grants. However, the scoring rubric will favor libraries located in small, rural communities that were not awarded Treasury Capital Project Funds by the Department in 2023 and that have not received Congressionally Direct Spending awards for capital projects since 2020. Applicants with branch libraries may apply for a grant either their main or their branch library.

The Department aims to distribute funds to public libraries across the state. The Department will score applications within counties or regions.

Applications will be scored in phases as follows:

Phase 1: Completeness, Eligibility, & State of Vermont Risk Assessment - All municipal and incorporated public libraries that have provided complete information about their institution,

that have eligible buildings and projects, that meet federal and State of Vermont eligibility requirements, and that have a Subrecipient Pre-Award Risk Assessment score of low or moderate will move to Phase 2.

Phase 2: Environmental and Historic Preservation - Top-scoring applications within each county or region will proceed to the scoring Phase 3.

Phase 3: Capital Project Information - The distribution of scores will be reviewed, and the minimum score needed to advance to Phase 4 will be established. Top-scoring applications within each county or region will proceed to the scoring Phase 4.

Phase 4: Finalist Supplemental – Finalists will be asked to provide supplemental information and to meet with Department staff to clarify the scope of work. The Department will evaluate this additional information, then make grant awards.

* Required section / question

Phase 1: Completeness, Eligibility, & State of Vermont Risk Assessment

Library Information & Eligibility

Section A: Public Library Information

1. Public Library Name: <dropdown menu – library picks its name>
2. County: <Department will pre-populate>
3. Street Address: <Department will pre-populate>
4. Municipality: <Department will pre-populate>
5. ZIP Code: <Department will pre-populate>
6. Library Mailing Address or PO Box (if different from Street Address): <text box>
- * 7. Library telephone number: <text box, 10-digit phone number>

*8. Is the library building located in a floodway?

<radio button> Yes

<radio button> No

<radio button> Not sure

* <check box> I acknowledge that library buildings located in a floodway are not eligible for HUD funds through this grant opportunity.

* <check box> I acknowledge that the Department will verify whether applicants are in the floodway prior to determining the finalist for this award using the FEMA Flood Map Service Center information

<<https://msc.fema.gov/portal/home>>



Buildings located within the floodway are not eligible for this grant of HUD funds. Applications associated with buildings located within the floodway will not be scored and will not be considered for this award.

Section B: Contact Information

1. Primary Grant Contact / Project Administrator

* 1a. Name: <text box>

* 1b. Title: <text box>

* 1c. Role:

<radio button> Library Director;

<radio button> Library Board Chair;

<radio button> Library Board Member;

* <radio button> Other <text box>

* 1d. Daytime Telephone Number: <text box, 10-digit phone number>

* 1e. Email Address: <text box, email address format>

* 1f. Provide a letter of support from the board of trustees for the project

* <upload document>

* 1g. Provide documentation from the library board of trustees that authorizes the individual submitting this application to apply for this capital grant to improve the public library building (e.g. letter from incorporated library board or the minutes of library board meeting)

* <upload document>

2. Secondary Contact / Secondary Project Administrator

2a. Name: <text box>

2b. Title: <text box>

2c. Role:

<radio button> Library Director;

<radio button> Library Board Chair;

<radio button> Library Board Member;

<radio button> Other <text box>

2d. Daytime Telephone Number: <text box, 10-digit phone number>

2e. Email Address: <text box, email address format>

3. Person Authorized to Execute Contracts for Project

* 3a. Name: <text box>

* 3b. Title: <text box>

* 3c. Role:

<radio button> Library Director;

<radio button> Library Board Chair;

<radio button> Library Board Member;

<radio button> Other <text box>

* 3d. Daytime Telephone Number: <text box, 10-digit phone number>

* 3e. Email Address: <text box, email address format>

4. Library Director, if not listed above

4a. Name, if not listed above: <text box>

4b. Daytime Telephone, if not listed above: <text box, email address format>

4c. Email Address, if not listed above: <text box, email address format>

5. Library Board Chair, if not listed above

5a. Name: <text box>

5b. Daytime Telephone, if not listed above: <text box, email address format>

5c. Email Address, if not listed above: <text box, email address format>

Section C: Building Ownership

Only buildings that are owned by municipalities or incorporated public libraries are eligible for this award. The applications of organizations that operate a public library in a leased space will not be scored and will not be considered for this award.

Only buildings that will remain in operation as a public library are eligible for this award. The applications of organizations that plan to move their public library to another building in the future will not be considered for this award.

New library construction and building moves are not eligible for this funding.

* 1. Will the capital improvements be made to the current public library building:

<radio button> Yes

<radio button> No



This grant funding is only available to public libraries for repairs and maintenance. New library construction and building moves are not eligible for this funding.

* 2. Is your library building owned either by a municipality or by an incorporated public library?

<radio button> Yes, the library building is owned by a municipality

<radio button> Yes, the library building is owned by an incorporated public library

<radio button> No, the library building is not owned by a municipality or an incorporated public library.



This grant funding is only available to public library buildings that are owned outright by the municipality or incorporated public library.

2a. If the building is owned by a municipality, is the individual completing this application authorized by the municipality to apply for this capital improvement grant?

<radio button> Yes

<radio button> No

Upload a letter of support for the project from the municipality.

* <document upload>

* 3. Will your public library remain at this location?

<radio button> Yes

<radio button> No



This grant funding is only available to public libraries that plan to remain at their current location due to federal interest in the building following the project completion.

* 4. The applicant acknowledges that this grant is specific to the building located at the address provided in Section A, and that the grant is not transferable to another location for any reason.

Section D: Public Library Service

Only public libraries that are open to the public at least 50 weeks every year are eligible for this award.

Only public libraries that are open to the public at least 14 hours each week are eligible for this award.

Only public libraries that are open at least 4 hours either on weekdays after 5pm or on weekends are eligible for this award.

The applications of public libraries that do not meet this minimum service level will not be scored and will not be considered for this award.

Rubric: 0-200 Points available in this section.

* 1. How many hours is the library open each week?

<drop down menu: 13.9 hours or fewer; 14 hours; 15-20 hour; 21-30 hours, 31-40 hours, 41 hours or more>

Rubric: 13.9 hours or fewer = ineligible; 14 hours = 0, 15-20 hours = 25; 21-30 hours = 40; 31-40 hours = 60; 41 hours or more = 80

* 2. How many hours each week is the library open on weeknights after 5pm and/or on weekends?

<drop down menu: 3.9 hours or fewer; 4 hours; 5-8 hours, 9-11 hours, 12 hours or more>

Rubric: 3.9 hours or fewer = ineligible; 4 hours = 0; 5-8 hours = 40; 9-11hours = 60; 12 hours or more = 80

* 3. How many weeks is the library open to the public in a normal year?

<drop down: 49 weeks or fewer; 50 - 51 weeks; 52 weeks>

Rubric: Fewer than 50 weeks = ineligible; 50 - 51 weeks = 0; 52 weeks = 40

* 4. Does the library have an online library catalog (ILS) that a patron can search when they are not in the library building?

<radio button> Yes

<radio button> No

Rubric:

Yes = 100 / No = 0

5. Does the library participate in interlibrary loan (ILL)?

The Department will complete the ILL participation status of all applicants.

Rubric:

Yes = 100 / No = 0

6. Is the library in the interlibrary loan (ILL) Courier system?

The Department will complete the ILL Courier program participation status of all applicants.

Rubric:

Yes = 100 / No = 0

7. Has your library shared data with the Department through the annual Public Library Survey (PLS)?

The Department will complete the PLS participation of all applicants.

Rubric:

Library has not completed PLS in last 3 years = 0 points

Library completed PLS in most recent year only = 50 points

Library completed PLS for at least the last 3 years = 100 points

Section E: State of Vermont Grant Eligibility

Only municipal and incorporated public libraries are eligible to apply for and receive this grant award from the Department.

Municipal and incorporated public libraries must meet minimum federal and state grant eligibility standards at the time applications are scored.

Applications from public libraries that do not meet these standards will not be scored and will not be considered for this award.

* 1. Type of public library

<radio button> Incorporated public library

<radio button> Municipal public library

[If Municipal public library, skip to question 3.

If Incorporated, go to question 2]

2. Incorporated public libraries: Secretary of State status

Incorporated public libraries must have a status of “active – in good standing” in the VT Secretary of State business search to be eligible for this grant.

The Department will verify the applicant’s incorporation status on the Secretary of State Office’s Business Search tool.

<https://bizfilings.vermont.gov/business/businesssearch>

* <check box> I acknowledge that only public libraries with the status “active – in good standing” in the VT Secretary of State business search are eligible for this grant and that the applications

of institutions with any other status on the day the application period ends will not be scored.

* 3. Does the library receive annual financial support of public funds from a municipal, state, or federal government?

<radio button> Yes

<radio button> No

If yes, what public funds does the library receive?

* <text box>



This competitive grant funding is only available to public libraries. As defined in 22 V.S.A § 101, public libraries must receive “annual financial support in whole or in part from public funds.”

4. W-9

All applicants must submit a correct W-9 to be eligible for this grant.

* <check box> I acknowledge that only applicants with a correct W-9 are eligible for this grant and that the applications of institutions without a correct W-9 will not be scored.

* <W-9 document upload>



The W-9 must be hand-signed in blue or black ink (electronic signatures not allowed) be dated within the last twelve (12) months. The address on the W-9 of an incorporated public library must match the mailing address of the incorporation. The address on the W-9 of a municipal public library must be the municipal office’s address.

5. Certificate of Insurance (COI)

All applicants must submit a current COI dated within the current calendar year to be eligible for this grant.

The insurance held by the library must be sufficient to meet the requirements of Attachment C, section 8.

<https://bgs.vermont.gov/purchasing-contracting/forms>

* <check box> I acknowledge that only applicants with a current COI are eligible for this grant and that the applications of institutions without a current COI will not be scored.

* <COI document upload>

6. State of Vermont Debarment

The Department will check the state debarment status of all applicants.

* <check box> I acknowledge that any public library that is debarred by the State of Vermont is not eligible for this grant and that the applications of debarred institutions will not be scored.

Section F: Federal Grant Eligibility

The Department of Libraries uses the State of Vermont's Subrecipient Risk Assessment Tool to determine the eligibility and compliance risk of potential subrecipients of federal funding.

Only public libraries deemed eligible through this process will move to scoring Phase 2.

<https://finance.vermont.gov/src/content/grant-information-and-support>

1. Federal Debarment

The Department will check the federal debarment status of all applicants.

* <check box> I acknowledge that any public library that is debarred by the federal government is not eligible for this grant and that the applications of debarred institutions will not be scored.

2. Subrecipient Annual Report

The Department will check the Subrecipient Annual Report of all applicants for the past three years.

* <check box> I acknowledge that any public library—or in the case of municipal libraries, the municipality—that is delinquent in submission of its Subrecipient Annual Report for any of the past 3 years is not eligible for this grant and that the applications of institutions with overdue Subrecipient Annual Report filings will not be scored.

3. Single Audit Report

The Department will check the Single Audit Report of all applicants for the past three years.

* <check box> I acknowledge that any public library that is delinquent in submission of the Single Audit report for any of the past 3 years is not eligible for this grant and that the applications of institutions with delinquent Single Audit findings will not be scored.

4. Does the organization have a UEI?

The Department will confirm the public library's UEI.

Incorporated public libraries: Provide the UEI of your non-profit organization.

Municipal public libraries: Provide the UEI of your municipality.

*Uniform Entity Identifier (UEI): <text box: 12-character alpha-numeric>

* <check box> I acknowledge that only applicants with a UEI are eligible for this grant and that the applications of institutions without a UEI on the day the application period ends will not be scored.

If your institution's UEI is not set to be visible to the public then please upload UEI documentation.

<UEI document upload>

5. Rate the size of the award

The Department will complete this field based on the total award requested in the application and will use the following ranges to determine the size of the requested award:

Small: n/a; Medium: \$25,000 - \$250,000; Large: >\$250,000

6. Rate the complexity of the program.

The Department will complete this field based on the complexity of the project described in the application.

7. Will the organization purchase real property, equipment, or supplies for this program?

The Department will complete this field, answering "Yes" for all applicants.

* 8. Is the organization receiving a federal award for the first time?

<radio button> Yes

<radio button> No

* 9. Does the organization have experience administering similar programs?

<radio button> Yes

<radio button> No

* 10. Does the organization have adequate and qualified staff to comply with the terms of this agreement?

<radio button> Yes

<radio button> No

* 11. How much has the organization's key staff changed in the past year?

(Key staff of a public library include Director, Board Chair, and may, in the case of municipal public libraries, include municipal business office staff)

<radio button> No changes

<radio button> Minor changes: Changes in support staff or change in one key staff member

<radio button> Significant changes: Changes in key staff for both grant compliance and performance

12. Has the applicant organization had a single audit? If so, did the subrecipient have one or more audit findings in their last single audit regarding program non-compliance? Did the organization have one or more audit findings in their last single audit regarding significant internal control deficiency?

The Department will check the Single Audit Report of all applicants for the past three years.

* 13. Does the applicant organization have a financial management system in place that can track and record program expenditures?

<radio button> Yes, Automated Accounting System

<radio button> Yes, Manual Accounting System

<radio button> Yes, Combination Accounting System

No

13b. If yes, Is the financial management system able to identify the receipts and expenditures of program funds separately for each award?

Yes

No

14. If staff will be required to track their time associated with the award, does the subrecipient have a system in place that will account for 100% of each employee's time?



The Department will complete this field, answering "Not Applicable" for all applicants as reimbursement for employee time (wages) is not an eligible grant expense of this award.

* 15. Does the applicant have written procedures to implement federal payment requirements and determine cost allowability?

Yes

No

* 16. Does the applicant have a documented procurement policy that is compliant with state and federal regulations?

Yes

No

* 17. Does the applicant have a conflict of interest policy?

Yes

No

* 18. Does the applicant have a record retention procedure that complies with all applicable state and federal guidelines?

Yes

No

* 19. Does the applicant have standard operating procedures and/or administrative manuals that indicate strong internal controls?

Yes

No

Rubric:

Low Risk Rating = 150 points;

Moderate Risk Rating = 0 points;

High Risk Rating = Ineligible.

Phase 2 Scoring: Environmental and Historic Preservation Considerations

Section G: Environmental Risk

*1. Library is listed or eligible to be listed on the National Register.

The Department will pre-populate based on information from State Division of Historic Preservation.

Rubric: No points, Informational question

* 2. Is this project eligible for FEMA funding?

<radio button> Yes

<radio button> No



This grant funding from HUD and the Department of Libraries is not intended to supplant funding from FEMA. Projects eligible for FEMA funding are not eligible for this grant award.

Section H: Permitting and Review

Obtaining all permits necessary for the completion of the project is the responsibility of the applicant.

* 1. Has a federal environmental review of this project already been completed?

<radio button> Yes

<radio button> No

Rubric:

Yes = 150 points;

No = 0 points

* 2. Has a State of Vermont environmental review (Act 250) of this project already been completed?

<radio button> Yes

<radio button> No

Rubric:

Yes = 150 points;

No = 0 points

* <check box> I acknowledge that applicants are responsible for awareness of municipal, state, and federal permitting requirements and that awardees are responsible for obtaining all permits necessary for their project.

* <check box> I acknowledge that grant recipients may be asked to provide the Department with evidence of permits from relevant bodies within the State of Vermont or the municipality.

* <check box> I acknowledge that all finalists for this award will be required to complete the Department of Environmental Conservation's Permit Navigator.

<https://dec.vermont.gov/assistance/permits/permit-navigator>

* <check box> I acknowledge that project plans for library buildings more than 50 years old require review by the State Division for Historic Preservation.

Scoring Phase 3: Capital Project Information

Section I: Project Type

These grant awards are intended to provide subgrants to small, rural public libraries in Vermont so they can complete capital projects needed to maintain and repair existing buildings or improve access to existing public library buildings. Applications for projects outside that scope will not be considered for this award and will not be scored.

* <check box> I acknowledge that this grant award will not support any of the following activities:

- Expansion of an existing library building;
- Construction of a new library building;
- Moving an existing library out of its current building and into another building;
- Moving an existing library building to another location;
- Rental of temporary space during renovation;
- Repainting or refinishing interior or exterior walls unless associated with repair or replacement of the structure;
- Replacement of carpeting;
- Purchase of furnishings, fixtures, or equipment;
- Purchase of library collections;
- Purchase of library computers and computer equipment;
- Library staff, library board, or municipal staff wages;
- Program management of the capital improvement project; and
- Interest payments.

* 1. The public library is applying for this grant award to complete the following project(s).

The applicant may select multiple projects, however, the combined amount of funding requested for all projects in this section must not exceed the maximum grant award amount of \$400,000.



In the subsequent section, you will pick all that apply and fill in the details for each chosen item. Each option will expand once you check the box next to it.

<check box> a. **Mechanical, Electrical, Plumbing (MEP) Systems - Simple**

Repair, replacement, and installation of MEP systems provided that such work does not involve ground disturbance, alter, or permanently change the appearance of the interior or exterior of the building, affect character-defining features of the building, or require the installation of new ducts through the interior; electrical work; plumbing pipes and fixtures; heating system improvements; installation of fire and smoke detectors; ventilation systems; and bathroom improvements where work is contained within the existing bathroom.

- a1. Proposed project: <drop down: Repair; Replace>
- a2. Repairs needed (including methods and materials): <text box, 150-word limit>
- a3. Cost estimate: <text box, \$>

<check box> **b. Exterior Repairs - Simple**

Repair or partial replacement of deteriorated porches, cornices, exterior siding, doors, balustrades, stairs, or other trim when the repair or replacement is done **in-kind** to closely match existing material and form. Exterior repairs shall not involve ground disturbance.

- b1. Proposed project: <drop down: Repair, Replace>
- b2. Repairs needed (including methods and materials): <text box, 150-word limit>
- b3. Cost estimate: <text box, \$>

<check box> **c. Window Repair - Simple**

Caulking, weatherstripping, reglazing and repainting of windows; repair, replacement, or installation of storm windows (exterior, interior, metal, or wood) provided they match the historic shape and size of the historic prime windows and that the meeting rail coincides with that of the prime window. Color should match trim, if possible.

- c1. Proposed project: <drop down: Repair >
- c2. Repairs needed (including methods and materials): <text box, 150-word limit>
- c3. Cost estimate: <text box, \$>

<check box> **d. Window Replacement Non-historic Building - Complex**

Replacement of windows, non-historic building

- d1. Proposed project: <drop down: Replace>
- d2. Repairs needed (including methods and materials): <text box, 150-word limit>
- d3. Cost estimate: <text box, \$>

e. Window Replacement Historic Building - Complex

Replacement of windows, historic buildings

- e1. Proposed project: <drop down: Replace>
- e2. Repairs needed (including methods and materials): <text box, 150-word limit>
- e3. Cost estimate: <text box, \$>

<check box> **f. Roof Repair - Simple**

Repair of roofing with **in-kind** material that closely matches the existing design and form.

- f1. Proposed project: <drop down: Repair>
- f2. Repairs needed (including methods and materials): <text box, 150-word limit>
- f3. Cost estimate: <text box, \$>

<check box> **g. Roof Replacement - Complex**

Repair of existing roofing with a different material.

- g1. Proposed project: <drop down: Replace>
- g2. Repairs needed (including methods and materials): <text box, 150-word limit>
- g3. Cost estimate: <text box, \$>

<check box> **h. Gutters - Simple**

Repair, replacement, or installation of gutters and above-ground downspouts.

h1. Proposed project: <drop down: Repair; Replace>

h2. Repairs needed (including methods and materials): <text box, 150-word limit>

h3. Cost estimate: <text box, \$>

<check box> **i. Lead Paint Abatement - Complex**

Lead paint abatement when it is limited to washing, scraping and repainting, wallpapering, and chemical stripping of lead-painted surfaces, installation of new window jambs or jamb liners, installation of metal panning in window wells, and replacement of flat stock trim so long as treatments follow established protocols and best practices as established by EPA Renovation, Repair & Painting Program (RRP Rule) and Vermont Essential Maintenance Practices – Lead Law Compliance.

i1. Proposed project: <drop down: Lead Paint Abatement>

i2. Repairs needed (including methods and materials): <text box, 150-word limit>

i3. Cost estimate: <text box, \$>

<check box> **j. Asbestos Abatement or Removal - Complex**

Necessary removal or abatement of asbestos

j1. Proposed project: <drop down: Asbestos Abatement / Removal>

j2. Repairs needed (including methods and materials): <text box, 150-word limit>

j3. Cost estimate: <text box, \$>

<check box> **k. Underground Utilities - Simple**

Emergency repair of water, gas, electric, storm and wastewater systems if it occurs within the original trench or footprint.

k1. Proposed project: <drop down: Repair >

k2. Repairs needed (including methods and materials): <text box, 150-word limit>

k3. Cost estimate: <text box, \$>

<check box> **l. Underground Utilities - Complex**

Emergency repair of water, gas, electric, storm, and wastewater systems if it occurs outside the original trench or footprint.

l1. Proposed project: <drop down: Repair >

l2. Repairs needed (including methods and materials): <text box, 150-word limit>

l3. Cost estimate: <text box, \$>

<check box> **m. Frames & Structure - Complex**

Repairing a building's internal structural components by reinforcing or replacing deteriorated materials as guided by engineering or architect recommendations.

m 1. Proposed project: <drop down: Repair; Replace>

m 2. Repairs needed (including methods and materials): <text box, 150-word limit>

m3. Cost estimate: <text box, \$>

n. Foundation Repair - Complex

(conditions impacting the building) Repair of building foundation substructures to include walls, mortar joints and other masonry features required to restore the building integrity. Restoration work involving historic masonry features should match existing material in design, scale, color, and finish.

n1. Proposed project: <drop down: Repair>

n 2. Repairs needed (including methods and materials): <text box, 150-word limit>

n 3. Cost estimate: <text box, \$>

o. Accessibility Improvements - Complex

Improvements that provide access (exterior and interior) for persons with disabilities in compliance with accessibility standards (such as the Americans with Disabilities Act Accessibility Guidelines (ADAAG)). Improvements will retain the original character of historic buildings where required. Widening hallways and doorways, ramps for accessibility, restroom modifications, vertical accessibility, and other ADA compliant projects will be considered.

o1. Proposed project: <Drop down: Repair; Replace; New>

o2. Repairs needed (including methods and materials): <text box, 250-word limit>

o3. Cost estimate: <text box, \$>

Rubric:

All project elements "Simple" = 400 points

Accessibility improvement = 200 points

One or more project elements "Complex" (excluding Accessibility Improvements) = 0 points

Section J: Project Timeframe

* 1. Has your library broken ground already or initiated this capital project?

<radio button> Yes

<radio button> No

* If yes, please describe <text>

* I acknowledge that only applicants that have not committed "choice limiting actions" are eligible to receive HUD funds for those capital projects. However, libraries that have current capital projects in-process may still be eligible to apply for funding for *future, different* projects that they have not yet begun.

* 2. Construction Schedule

Anticipated project completion date:

<mm/dd/yy >

* I acknowledge that the subrecipients of these funds must complete their capital project by 12/31/2028

* <checkbox> I acknowledge that the capital project cannot commence construction or other choice limiting activities prior to receiving the environment release.

Rubric:

Estimated Complete by 12/31/2027 = 100 points

Estimated Complete on or after 01/01/2028 = 0 points

Section K: Funding Need

Provide information about the need your public library and community have for this funding to complete this capital project. Do not include the name of your library, the name of your municipality, the names of any individuals, or names of any geographic features in the response to any questions in this section. Responses to questions in this section that include information that potentially identifies your library will receive a score of 0 on that question.

Section K will be scored blind and independently by multiple Department staff.

* 1. Describe the importance of the project to the library's continued operation and your community's need for funding. If your project includes multiple elements, explain how the elements of your project relate to one another in your response.

<text box, 350-word limit>

Rubric:

Importance of project, need for funding, and connection between elements of project are clear = 150 points

2 of 3 aspects clear = 100 points

1 of 3 aspects clear = 50 points

0 of 3 aspects clear = 0 points

* 2. Project Urgency

2a. Is it essential to complete this project quickly?

<radio button> Yes

<radio button> No

2b. If yes, describe why the project must be completed now and what will happen if the project is not completed within the next 3-5 years?

<text box, 250-word limit>

Rubric:

Program goals: 1. essential to complete 2. urgent timeframe

Project aligns with 0 of 2 program goals: = 0 points;

Project aligns with 1 of 2 program goals = 100 points;

Project aligns with 2 of 2 program goals = 200 points;

* 3. Work Items in Priority Order

List only those work items for which you are seeking grant funding through this application.

If estimates obtained for the project provide a lump sum cost or a “time and materials” cost, include each work item and then enter the total project cost at the bottom of this section. Separate costs for each work item are not required.

3a. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3b. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3c. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3d. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3e. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3f. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3g. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3h. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3i. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$
3j. <Drop-down Menu populated by Project Type in Section G> <text box, no decimals>	Estimated Cost: \$

Total cost: \$XXX,XXX



The form will tally all estimated costs 3a-3j. It should display total cost and should not allow total cost to exceed \$400,000.00.

* 4. Total Grant Funding Request

The Department anticipates making grant awards of between \$100,000 and \$400,000 (plus contingency funds) to be used for the repair or replacement of existing features of library buildings and/or for accessibility upgrades. The **minimum** grant amount a public library may request is **\$50,000.00**. The **maximum** grant amount a public library may request is **\$400,000.00**.

<number box \$XX,XXX.XX >

* 5. Funding Gap

Applications with a funding gap larger than 10% of the Total Grant Funding Request will not be scored and will not be considered for this award.

If your library receives the full requested grant award amount, does your library/municipality have funds on-hand to complete the entire project?

<radio button> Yes

<radio button> No

If No, how large is the funding gap for your project?

<number box with \$XXX,XXX>

* 6. Did your public library receive a direct U.S. Department of Treasury Capital Project Fund grant award from the Vermont Department of Libraries in 2023?

<radio button> Yes

<radio button> No

Rubric: Yes = 0 points;

No = 100 points

* 7. Has your public library received a Congressionally Directed Spending grant award to complete this capital project at your building since 2020?

<radio button> Yes

<radio button> No

Rubric: Yes = 0 points;

No = 100 points

* 8. Has your public library received a National Trust for Historic Preservation trust grant to complete this capital project at your building since 2020?

<radio button> Yes

<radio button> No

Rubric: Yes = 0 points;

No = 100 points

Section L: Demographics of Community Served by Public Library

The Department of Libraries will populate these sections using the Vermont Community Index and data reported in the Public Library Survey.

1. Population Served

The Department will pre-populate based on 2024 Public Library Survey data set.

Rubric:

20,001 people or more = 0 points;

15,001-20,000 people = 100 points;

10,001 people-15,000 people = 150 points;

5,001 - 10,000 people = 200 points;

5,000 people or fewer = 250 points

2. Is the public library building located in an urban area?

The Department will pre-populate based on the full 2024 Public Library Survey data set, which includes the National Center for Education Statistics Locale Classification based on street address.

<https://nces.ed.gov/programs/edge/Geographic/LocaleBoundaries>

Rubric:

Small City (13) & Suburban (22) = 0 points;

Town (31, 32, 33) = 100 points;

Rural (41, 42, 43) = 200 points

3. Vermont Community Index Score

The Department will refer to the State's Vermont Community Index Workbook and pre-populate based on the ZIP code of library building.

<https://finance.vermont.gov/content/vermont-community-index-results-workbook>

Rubric:

Libraries applying for funds in towns that rank above 75% in the VCI will have 200 points added to their final score.

Libraries applying for funds in towns that rank 50-75% or above in the VCI will have 100 points added to their final score.

Libraries applying for funds in towns that rank 49% or below in the VCI will not have any points added to their final score.

Section M: APPLICANT ACKNOWLEDGEMENTS

1. Federal Award Requirements (2 CFR 200)

Property Commitments

Applicants for this grant should be aware that the following Federal regulations regarding real property will apply to their Library (and town if applicable) when it enters into a Subrecipient Agreement with the State and the Department of Libraries.

The Federal government will retain an indefinite interest in any real property acquired or improved using grant funds. The property shall be used for its original authorized purpose as long as the federal interest exists. If the use of the real property changes, or the real property is sold or otherwise transferred, the Subrecipient shall follow the disposition instructions in 2 CFR 200.311 as applicable. Subrecipient shall report every 5 years, or more frequently if required by HUD, on the status of the real property for as long as the federal interest exists according to the requirements of 2 CFR 200.330.

The Federal government retains an indefinite interest in any equipment (as defined in 2 CFR 200.313) acquired or improved with grant funds. As long as the Federal interest exists, the equipment shall be used, managed, and maintained according to the provisions of 2 CFR 200.313(c)-(d) as applicable. When the equipment is sold, transferred, or otherwise disposed of, Subrecipient shall follow the disposition instructions in 2 CFR 200.313(e) as applicable.

* <check box> I acknowledge that I have read the Property Commitments requirement above as quoted from **2 CFR 200**.

2. Reimbursement Grant Acknowledgement

This application is for a cost-reimbursement grant. A cost-reimbursement grant provides for payment of allowable incurred costs in accordance with the grant agreement terms and federal and state guidelines. The Department will reimburse for costs incurred and submitted by the public library and, in the case of municipal public libraries, by the municipality.

* <check box> I acknowledge that I have read the Reimbursement Grant Acknowledgement.

3. Reporting Requirements

The resulting grant award will require submission of quarterly Project and Expenditure Reports during the term of the agreement. The grantee will be required to submit annual subrecipient performance reports during the term of this Agreement.

* <check box> I acknowledge that I have read the Reporting Requirements.

4. Completion Requirements

The grantee must complete all project activities related to the Grant on or before December 31, 2028.

* <check box> I acknowledge that all project activities related to the Grant must be complete on or before December 31, 2028.

Applicant's Acknowledgement of State Required Standard Provisions

ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS

Revised October 1, 2024

1. Definitions: For purposes of this Attachment, "Party" shall mean the Contractor, Grantee, or Subrecipient, with whom the State of Vermont is executing this Agreement and consistent with the form of the Agreement. "Agreement" shall mean the specific contract or grant to which this form is attached.

2. Entire Agreement: This Agreement, whether in the form of a contract, State-funded grant, or Federally-funded grant, represents the entire agreement between the parties on the subject matter. All prior agreements, representations, statements, negotiations, and understandings shall have no effect. Where an authorized individual is either required to click-through or otherwise accept, or made subject to, any electronic terms and conditions to use or access any product or service provided hereunder, such terms and conditions are not binding and shall have no force or effect. Further, any terms and conditions of Party's invoice, acknowledgment, confirmation, or similar document, shall not apply, and any such terms and conditions on any such document are objected to without need of further notice or objection.

3. Governing Law, Jurisdiction and Venue; No Waiver of Jury Trial: This Agreement will be governed by the laws of the State of Vermont without resort to conflict of laws principles. Any action or proceeding brought by either the State or the Party in connection with this Agreement

shall be brought and enforced in the Superior Court of the State of Vermont, Civil Division, Washington Unit. The Party irrevocably submits to the jurisdiction of this court for any action or proceeding regarding this Agreement. The Party agrees that it must first exhaust any applicable administrative remedies with respect to any cause of action that it may have against the State regarding its performance under this Agreement. Party agrees that the State shall not be required to submit to binding arbitration or waive its right to a jury trial.

4. Sovereign Immunity: The State reserves all immunities, defenses, rights, or actions arising out of the State's sovereign status or under the Eleventh Amendment to the United States Constitution. No waiver of the State's immunities, defenses, rights, or actions shall be implied or otherwise deemed to exist by reason of the State's entry into this Agreement.

5. No Employee Benefits For Party: The Party understands that the State will not provide any individual retirement benefits, group life insurance, group health and dental insurance, vacation or sick leave, workers compensation or other benefits or services available to State employees, nor will the State withhold any state or Federal taxes except as required under applicable tax laws, which shall be determined in advance of execution of the Agreement. The Party understands that all tax returns required by the Internal Revenue Code and the State of Vermont, including but not limited to income, withholding, sales and use, and rooms and meals, must be filed by the Party, and information as to Agreement income will be provided by the State of Vermont to the Internal Revenue Service and the Vermont Department of Taxes.

6. Independence: The Party will act in an independent capacity and not as officers or employees of the State.

7. Defense and Indemnity:

- A.** The Party shall defend the State and its officers and employees against all third-party claims or suits arising in whole or in part from any act or omission of the Party or of any agent of the Party in connection with the performance of this Agreement. The State shall notify the Party in the event of any such claim or suit, and the Party shall immediately retain counsel and otherwise provide a complete defense against the entire claim or suit. The State retains the right to participate at its own expense in the defense of any claim. The State shall have the right to approve all proposed settlements of such claims or suits.
- B.** After a final judgment or settlement, the Party may request recoupment of specific defense costs and may file suit in Washington Superior Court requesting recoupment. The Party shall be entitled to recoup costs only upon a showing that such costs were entirely unrelated to the defense of any claim arising from an act or omission of the Party in connection with the performance of this Agreement.
- C.** The Party shall indemnify the State and its officers and employees if the State, its officers, or employees become legally obligated to pay any damages or losses arising from any act or omission of the Party or an agent of the Party in connection with the performance of this Agreement.
- D.** Notwithstanding any contrary language anywhere, in no event shall the terms of this Agreement or any document furnished by the Party in connection with its performance under this Agreement obligate the State to (1) defend or indemnify the Party or any third party, or (2) otherwise be liable for the expenses or reimbursement, including attorneys' fees, collection costs or other costs of the Party or any third party.

8. Insurance: During the term of this Agreement, Party, at its expense, shall maintain in full force and effect the insurance coverages set forth in the Vermont State Insurance Specification in effect at the time of incorporation of this Attachment C into this Agreement. The terms of the Vermont State Insurance Specification are hereby incorporated by reference into this Attachment C as if fully set forth herein. A copy of the Vermont State Insurance Specification is available through the state Office of Risk Management at: <https://aoa.vermont.gov/Risk-Claims-COI>.

9. Reliance by the State on Representations: All payments by the State under this Agreement will be made in reliance upon the accuracy of all representations made by the Party in accordance with this Agreement, including but not limited to bills, invoices, progress reports, and other proofs of work.

10. False Claims Act: Any liability to the State under the Vermont False Claims Act (32 V.S.A. § 630 et seq.) shall not be limited notwithstanding any agreement of the State to otherwise limit Party's liability.

11. Whistleblower Protections: The Party shall not discriminate or retaliate against one of its employees or agents for disclosing information concerning a violation of law, fraud, waste, abuse of authority, or acts threatening health or safety, including but not limited to allegations concerning the False Claims Act. Further, the Party shall not require such employees or agents to forego monetary awards as a result of such disclosures, nor should they be required to report misconduct to the Party or its agents prior to reporting to any governmental entity and/or the public.

12. Use and Protection of State Information:

- A.** As between the State and Party, "State Data" includes all data received, obtained, or generated by the Party in connection with performance under this Agreement. Party acknowledges that certain State Data to which the Party may have access may contain information that is deemed confidential by the State, or which is otherwise confidential by law, rule, or practice, or otherwise exempt from disclosure under the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 et seq. ("Confidential State Data").
- B.** With respect to State Data, Party shall:
 - i. take reasonable precautions for its protection;
 - ii. not rent, sell, publish, share, or otherwise appropriate it; and
 - iii. upon termination of this Agreement for any reason, Party shall dispose of or retain State Data if and to the extent required by this Agreement, law, or regulation, or otherwise requested in writing by the State.
- C.** With respect to Confidential State Data, Party shall:
 - i. strictly maintain its confidentiality;
 - ii. not collect, access, use, or disclose it except as necessary to provide services to the State under this Agreement;
 - iii. provide at a minimum the same care to avoid disclosure or unauthorized use as it provides to protect its own similar confidential and proprietary information;
 - iv. implement and maintain administrative, technical, and physical safeguards and controls to protect against any anticipated threats or hazards or unauthorized access or use;

- v. promptly notify the State of any request or demand by any court, governmental agency or other person asserting a demand or request for Confidential State Data so that the State may seek an appropriate protective order; and
 - vi. upon termination of this Agreement for any reason, and except as necessary to comply with subsection B.iii above in this section, return or destroy all Confidential State Data remaining in its possession or control.
- D.** If Party is provided or accesses, creates, collects, processes, receives, stores, or transmits Confidential State Data in any electronic form or media, Party shall utilize:
- i. industry-standard firewall protection;
 - ii. multi-factor authentication controls;
 - iii. encryption of electronic Confidential State Data while in transit and at rest;
 - iv. measures to ensure that the State Data shall not be altered without the prior written consent of the State;
 - v. measures to protect against destruction, loss, or damage of State Data due to potential environmental hazards, such as fire and water damage;
 - vi. training to implement the information security measures; and
 - vii. monitoring of the security of any portions of the Party's systems that are used in the provision of the services against intrusion.
- E.** No Confidential State Data received, obtained, or generated by the Party in connection with performance under this Agreement shall be processed, transmitted, stored, or transferred by any means outside the United States, except with the express written permission of the State.
- F.** Party shall notify the State within twenty-four hours after becoming aware of any unauthorized destruction, loss, alteration, disclosure of, or access to, any State Data.
- G.** State of Vermont Cybersecurity Standard Update: Party confirms that all products and services provided to or for the use of the State under this Agreement shall be in compliance with State of Vermont Cybersecurity Standard Update in effect at the time of incorporation of this Attachment C into this Agreement. The State of Vermont Cybersecurity Standard Update prohibits the use of certain branded products in State information systems or any vendor system, and a copy is available at: <https://digitalservices.vermont.gov/cybersecurity/cybersecurity-standards-and-directives>.
- H.** In addition to the requirements of this Section 12, Party shall comply with any additional requirements regarding the protection of data that may be included in this Agreement or required by law or regulation.

13. Records Available for Audit: The Party shall maintain all records pertaining to performance under this Agreement. "Records" means any written or recorded information, regardless of physical form or characteristics, which is produced or acquired by the Party in the performance of this Agreement. Records produced or acquired in a machine-readable electronic format shall be maintained in that format. The records described shall be made available at reasonable times during the period of this Agreement and for three years thereafter or for any period required by law for inspection by any authorized representatives of the State or Federal Government. If any litigation, claim, or audit is started before the expiration of the three-year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

14. Fair Employment Practices and Americans with Disabilities Act: Party agrees to comply with the requirement of 21 V.S.A. Chapter 5, Subchapter 6, relating to fair employment

practices, to the full extent applicable, and shall include this provision in all subcontracts for work performed in Vermont. Party shall also ensure, to the full extent required by the Americans with Disabilities Act of 1990, as amended, that qualified individuals with disabilities receive equitable access to the services, programs, and activities provided by the Party under this Agreement.

15. Offset: The State may offset any sums which the Party owes the State against any sums due the Party under this Agreement; provided, however, that any offset of amounts due the State of Vermont as taxes shall be in accordance with the procedures more specifically provided in 32 V.S.A. § 3113.

16. Taxes Due to the State: Party certifies under the pains and penalties of perjury that, as of the date this Agreement is signed, the Party is in good standing with respect to, or in full compliance with, a plan to pay any and all taxes due the State of Vermont.

17. Taxation of Purchases: All State purchases must be invoiced tax free. An exemption certificate will be furnished upon request with respect to otherwise taxable items.

18. Child Support: (Only applicable if the Party is a natural person, not a corporation or partnership.) Party states that, as of the date this Agreement is signed, Party is not under an obligation to pay child support or is in good standing with respect to or in full compliance with a plan to pay any and all child support payable under a support order. Party makes this statement with regard to support owed to any and all children residing in Vermont. In addition, if the Party is a resident of Vermont, Party makes this statement with regard to support owed to any and all children residing in any other state or territory of the United States.

19. Sub-Agreements: Party shall not assign, subcontract, or subgrant the performance of this Agreement or any portion thereof to any other Party without the prior written approval of the State. Party shall be responsible and liable to the State for all acts or omissions of subcontractors and any other person performing work under this Agreement pursuant to an agreement with Party or any subcontractor.

In the case this Agreement is a contract with a total cost in excess of \$250,000, the Party shall provide to the State a list of all proposed subcontractors and subcontractors' subcontractors, together with the identity of those subcontractors' workers compensation insurance providers, and additional required or requested information, as applicable, in accordance with Section 32 of The Vermont Recovery and Reinvestment Act of 2009 (Act No. 54), as amended by Section 17 of Act No. 142 (2010) and by Section 6 of Act No. 50 (2011).

Party shall include the following provisions of this Attachment C in all subcontracts for work performed solely for the State of Vermont and subcontracts for work performed in the State of Vermont: Section 10 ("False Claims Act"); Section 11 ("Whistleblower Protections"); Section 12 ("Confidentiality and Protection of State Information"); Section 14 ("Fair Employment Practices and Americans with Disabilities Act"); Section 16 ("Taxes Due the State"); Section 18 ("Child Support"); Section 20 ("No Gifts or Gratuities"); Section 22 ("Certification Regarding Debarment"); Section 30 ("State Facilities"); and Section 32.A ("Certification Regarding Use of State Funds").

20. No Gifts or Gratuities: Party shall not give title or possession of anything of substantial value (including property, currency, travel, and/or education programs) to any officer or employee of the State during the term of this Agreement.

21. Regulation of Hydrofluorocarbons: Party confirms that all products provided to or for the use of the State under this Agreement shall not contain hydrofluorocarbons, as prohibited under 10 V.S.A. § 586.

22. Certification Regarding Debarment: Party certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, neither Party nor Party's principals (officers, directors, owners, or partners) are presently debarred, suspended, proposed for debarment, declared ineligible, or excluded from participation in Federal programs, or programs supported in whole or in part by Federal funds. Party further certifies under pains and penalties of perjury that, as of the date that this Agreement is signed, Party is not presently debarred, suspended, nor named on the State's debarment list at: <https://bgs.vermont.gov/purchasing-contracting/debarment>.

23. Conflict of Interest: Party shall fully disclose, in writing, any conflicts of interest or potential conflicts of interest.

24. Vermont Public Records Act: Party acknowledges and agrees that this Agreement, any and all information obtained by the State from the Party in connection with this Agreement, and any obligations of the State to maintain the confidentiality of information are subject to the State of Vermont Access to Public Records Act, 1 V.S.A. § 315 *et seq.*

25. Force Majeure: Neither the State nor the Party shall be liable to the other for any failure or delay of performance of any obligations under this Agreement to the extent such failure or delay shall have been wholly or principally caused by acts or events beyond its reasonable control rendering performance illegal or impossible (excluding strikes or lockouts) ("Force Majeure"). Where Force Majeure is asserted, the nonperforming party must prove that it made all reasonable efforts to remove, eliminate or minimize such cause of delay or damages, diligently pursued performance of its obligations under this Agreement, substantially fulfilled all non-excused obligations, and timely notified the other party of the likelihood or actual occurrence of an event described in this paragraph.

26. Marketing: Party shall not use the State's logo or otherwise refer to the State in any publicity materials, information pamphlets, press releases, research reports, advertising, sales promotions, trade shows, or marketing materials or similar communications to third parties except with the prior written consent of the State.

27. Termination:

A. Non-Appropriation: If this Agreement extends into more than one fiscal year of the State (July 1 to June 30), and if appropriations are insufficient to support this Agreement, the State may cancel this Agreement at the end of the fiscal year, or otherwise upon the expiration of existing appropriation authority. In the case that this Agreement is funded in whole or in part by Federal funds, and in the event Federal funds become unavailable or reduced, the State may suspend or cancel this Agreement immediately, and the State shall have no obligation to pay Party from State revenues.

B. Termination for Cause: Either party may terminate this Agreement if a party materially breaches its obligations under this Agreement, and such breach is not cured within thirty (30) days after delivery of the non-breaching party's notice or such longer time as the non-breaching party may specify in the notice.

C. Termination Assistance: Upon nearing the end of the final term or termination of this Agreement, without respect to cause, the Party shall take all reasonable and prudent measures to facilitate any transition required by the State. All State property, tangible

and intangible, shall be returned to the State upon demand at no additional cost to the State in a format acceptable to the State.

28. Continuity of Performance: In the event of a dispute between the Party and the State, each party will continue to perform its obligations under this Agreement during the resolution of the dispute until this Agreement is terminated in accordance with its terms.

29. No Implied Waiver of Remedies: Either party's delay or failure to exercise any right, power, or remedy under this Agreement shall not impair any such right, power, or remedy, or be construed as a waiver of any such right, power, or remedy. All waivers must be in writing.

30. State Facilities: If the State makes space available to the Party in any State facility during the term of this Agreement for purposes of the Party's performance under this Agreement, the Party shall only use the space in accordance with all policies and procedures governing access to, and use of, State facilities, which shall be made available upon request. State facilities will be made available to Party on an "AS IS, WHERE IS" basis, with no warranties whatsoever.

31. Requirements Pertaining Only to Federal Grants and Subrecipient Agreements: If this Agreement is a grant that is funded in whole or in part by Federal funds:

- A. Requirement to Have a Single Audit:** The Subrecipient will complete the Subrecipient Annual Report annually within 45 days after its fiscal year end, informing the State of Vermont whether or not a Single Audit is required for the prior fiscal year. If a Single Audit is required, the Subrecipient will submit a copy of the audit report to the Federal Audit Clearinghouse within nine months. If a single audit is not required, only the Subrecipient Annual Report is required. A Single Audit is required if the subrecipient expends \$1,000,000 or more in Federal assistance during its fiscal year and must be conducted in accordance with 2 CFR Chapter I, Chapter II, Part 200, Subpart F. The Subrecipient Annual Report is required to be submitted within 45 days, whether or not a Single Audit is required.
- B. Internal Controls:** In accordance with 2 CFR Part II, §200.303, the Party must establish and maintain effective internal control over the Federal award to provide reasonable assurance that the Party is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission.
- C. Mandatory Disclosures:** In accordance with 2 CFR Part II, §200.113, Party must disclose, in a timely manner, in writing to the State, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures may result in the imposition of sanctions which may include disallowance of costs incurred, withholding of payments, termination of the Agreement, suspension/debarment, etc.

32. Requirements Pertaining Only to State-Funded Grants:

- A. Certification Regarding Use of State Funds:** If Party is an employer and this Agreement is a State-funded grant in excess of \$1,000, Party certifies that none of these State funds will be used to interfere with or restrain the exercise of Party's employee's rights with respect to unionization.

B. Good Standing Certification (Act 154 of 2016): If this Agreement is a State-funded grant, Party hereby represents: (i) that it has signed and provided to the State the form prescribed by the Secretary of Administration for purposes of certifying that it is in good standing (as provided in Section 13(a)(2) of Act 154) with the Agency of Natural Resources and the Agency of Agriculture, Food and Markets, or otherwise explaining the circumstances surrounding the inability to so certify; and (ii) that it will comply with the requirements stated therein.

* <check box> I acknowledge that I have read **ATTACHMENT C: STANDARD STATE PROVISIONS FOR CONTRACTS AND GRANTS**.

* <submit application>



Do not forget to click SUBMIT at the end of the form. The Department will not consider applications that have not been submitted.