Request for Proposals
Oklahoma Department of Libraries (ODL)
Census 2020: Everyone Counts

Application Deadline	Email proposals to **susan.woitte@libraries.ok.gov** by noon on Friday, November 15, 2019.
Applicant Eligibility	Eligible applicants include: • Oklahoma public libraries • Oklahoma literacy councils
Grant Awards	An eligible organization may apply for a Census grant of up to **$3,100.** Funding is provided by a Library Services and Technology Act grant from the Institute of Museum and Library Services (IMLS).
Purpose	As mandated by the U.S. Constitution, every 10 years residents in the United States are counted. The data collected determines the state distribution of U.S. House Representatives, Electoral College votes and where billions of dollars in federal funds are distributed. In Oklahoma the allocation from 55 of the federal funds that use Census data were estimated to be $9,364,879,721 in FY 2016 and will likely be over 10 billion dollars in 2020. While there is always an undercount of people, the more accurate a 2020 count can be, the more likely it is that people who rely on federally funded services will get what they need. 99% of hard-to-count census tracts have a public library located within five miles. Many adult learners in literacy programs fall into one or more of the undercounted populations. Therefore, public libraries and literacy councils in Oklahoma are uniquely positioned to help reach historically undercounted populations in their communities. Programs and safe access can play key roles in improving response rates and in turn, more federal money for everyone in their service area.
Allowable Activities	This grant must be used to develop and/or strengthen local participation in the 2020 Census. Focus should be made to reach populations at risk for not responding. Activities may include: • Host a job fair and/or U.S. Census job program – teach and assist patrons so they can apply for U.S. Census jobs especially in communities where a local enumerator would be more trusted. • Partner with a community organization to host a program at the library – community groups that work directly with the undercounted populations could be invited to do a joint program. • Host community leaders for a "Census Solutions Workshop" – Using the U.S. Census toolkit, a group can brainstorm creative solutions to improve census count accuracy.

- Volunteer manned Census 2020 information and assistance station/table.

- Census Workstation **in conjunction with library programs** – computer workstation/kiosk with pre-programmed access to submit Census responses, contact U.S. Census Bureau, and FAQ's.

Funds may not be used for refreshments, prizes, "giveaways," or items not allowed by federal guidelines. Contact Susan Woitte if you have questions regarding purchases or activities.

Contact	Susan Woitte 405-522-3327 or susan.woitte@libraries.ok.gov

General Instructions

1. Project proposals should be no more than three pages, including 1) a Data Page with requested information, 2) a one-page narrative of your proposed activities, and 3) a budget page. (See below for more information.)

2. FY-20 project activities must be completed by Sunday, **June 30, 2020**.

3. Programs receiving funds are subject to regulations under the Open Meetings Act and Open Records Act.

Indirect Costs

The budget request may include indirect costs. As defined in federal regulations, the Department will honor a sub-recipient's federally negotiated indirect cost rate if one already exists. If no such rate exists, the State Library Administrative Agency (SLAA) must honor either a rate negotiated between the SLAA and the sub-recipient (in compliance with federal guidelines) or the minimum rate of 10 percent of the sub-recipient's modified total direct costs (MTDC). See *2 CFR 200.331*

An Indirect Cost is an organization's incurred cost that cannot be readily isolated or identified with just one project or activity. These types of costs are often referred to as "overhead costs." Typical examples are charges for utilities, general insurance, use of office space and equipment that you own, local telephone service, and the salaries of the management and administrative personnel of the organization.

Choose one of these three options:

a. Use a current indirect cost rate that has been negotiated with a federal agency. Include a copy of the current negotiated agreement as an attachment.

b. Use a rate not to exceed 10% of the grant if you have never had a federally negotiated indirect cost rate.

c. Do not include any indirect costs.

Note: Indirect costs requested in the proposal must be clearly described in the budget, including how the amount was calculated. Actual indirect costs paid with grant funds must be itemized in the final report.

Contractor Responsibilities

1. A final project report will be due by **August 21, 2020**. The report will include a Narrative, Statistics Report, and Expenditure Report.

2. Grant recipients must keep copies of relevant invoices, timesheets, contracts, etc. to include in the final grant report.

3. Using an ODL-provided grant spreadsheet, grant funds must be tracked independently of other funds.

4. Funded sites must be willing to participate in ODL-hosted conference calls and meetings to exchange ideas and best practices with other grantees.

5. To ensure that ODL's overall LSTA project goals are met, each site receiving funding will be expected to:

   a. **Achieve goals** described in the approved project proposal.

   b. **Provide information** about the Census to a minimum of 100 individuals in the community.

   c. **Publicize** Census partnerships and project activities in at least three formats (newspapers, social media, website, presentations, etc.) to reach a minimum of 200 individuals. IMLS and ODL must be referenced in all publicity.

   d. **Network** with at least two community organizations such as a chamber of commerce, mainstreet association, grocery store, large employer, faith-based organizations, literacy programs, etc.

   e. Provide **statistics** of gains in participant knowledge/understanding. Statistics may be gathered by personal interviews, easy to read surveys, and/or evaluations. The overall project goal is for 60% of grant funded local library participants to indicate they are more likely to use other library services in the future, 50% of grant funded local library participants to indicate they are more likely to respond to the 2020 Census after attending and for 75% of grant funded local library participants to be able to list at least two things they learned. Participant feedback must be collected for each session/training/program.

   f. Provide at least two **photos, flyers, newspaper articles**, etc. for possible inclusion in the final report to IMLS.

   g. Provide at least one quote from a participant who benefited from the project.

   h. Literacy program grantees must provide 2020 Census information/instruction to a minimum of **5 adult learners**. These individuals may be included in the 100 community members referenced in 5b.

Notification of Grant Awards

1. Proposals will be evaluated and scored on a point system.

2. Applicants may be asked to revise the proposed budget based on availability of funding, review of individual budget items, and relevance of projects included in the proposal.

3. Recommendations for awards will be made to Oklahoma Department of Libraries Director Melody A. Kellogg.

4. Contractual agreements and claim forms will be sent to funded programs for appropriate signatures. Claim form signatures must be notarized.

Census Grant Proposal

Please submit the proposal in the following order:

    A. Data Page

    B. Project Narrative Page

    C. Budget Page

A. Date Page must include:

- Organization and Address

- Contact Person

- Contact Information: Phone number and Email address

- Funding Amount Requested

- Federal Employer Identification Number (FEIN)

- Names of State Legislators (House and Senate) representing the organization's physical location.

- Identify specific at-risk population(s) to be addressed by the proposed project*

- Identify the targeted audience(s) of the proposed activities (families, minorities, the general public, etc.)

- Indicate how many individuals you expect to reach and serve during the project.

*Every Census count has had some undercounted populations. In Oklahoma the hardest to count demographics include young children, people of African American and/or Hispanic origin, English Language learners, and people living in group quarters. Projects should **address one or more at-risk population**. To find specific information for your service area, visit:

1. https://www.censushardtocountmaps2020.us/

2. https://www.census.gov/roam

B. **The Narrative Page** should be detailed information addressing the following:

1. **Project Goals**--- **10 points**

2. **Plan of Operation**--- **30 points**

Provide a detailed plan for the proposed project, to include:

- description of the activities to be provided

- who will carry out the proposed activities

- names of partner organizations and their roles

- location of activities/programs

- timeline

- other pertinent information

Note: Technology equipment for completion of Census job applications and submitting Census responses is only allowed in conjunction with library programs.

3. **Publicizing the Project**--- **10 points**

Describe the plan to publicize project activities and resources. Include how at-risk populations will be encouraged to participate in project activities.

4. **Measuring Success** --- **25 points**

Describe how success/effectiveness of the proposed activities will be determined. Provide a minimum of three measurable goals for the project. Examples:
1. 95% of attendees using the Census Workstation will be able to correctly submit their response.

2. 75% of participants in the Census Workshop will learn something new about the questionnaire.

C. **Budget Page** --- **25 points**

The third and final page of your proposal should provide a detailed **, itemized budget** of proposed grant expenditures. Budget categories may include instructors, travel, equipment, materials and other