

The Library of Congress

Lewis-Houghton Civics and Democracy Initiative

Continuing Awards for 2026-2029

Attachment to Notice of Funding Opportunity 030ADV26R0020

April 20, 2026

A. OTHER APPLICATION INFORMATION – AS APPLICABLE

If any of the following circumstances are relevant to your specific circumstances, you must include certain information as an attachment to your proposal. List under “Other Information – [Insert Name of the Relevant Section].”

A) Conflict of Interest Disclosure

Recipients must notify the Grants Officer (GO) immediately in writing of any conflict of interest that arises during the life of their Federal award, including those reported to them by any person engaged in the performance of work under the award in connection with the recipient or a sub-recipient. Recipients must require that each such person disclose to a responsible representative of the recipient institution all significant financial interests of the person (including those of the person’s spouse and dependent children) (i) that would reasonably appear to be affected by the activities funded or proposed for funding by the Library; and (ii) in entities whose financial interests would reasonably appear to be affected by such activities. The Library will examine each conflict of interest disclosure based on its particular facts and the nature of the project and will determine if a potential conflict exists. If so, the Library will work with the recipient to determine an appropriate resolution. Failure to disclose and resolve conflicts of interest in a manner that satisfies the Library may result in any of the remedies described in [2 CFR 200.339 Remedies for Noncompliance](#), including termination of the award.

B) Finding of Fault or Convictions in Past 5 Years

If, within the past 5 years, applicant institution or any of its principal has been subject to a finding of fault or conviction in any Federal or state criminal, civil, or administrative legal proceeding in connection with a Federal award or contract or performance thereof, then the applicant must provide an explanation. The explanation should include information about each proceeding, namely:

- **Instrument.** The type of proceedings instrument, such as U.S. Federal Government-issued contract, U.S. Federal Government-issued financial assistance award instrument, State Government-issued contract, and State Government-issued financial assistance award.
- **State.** The state where proceeding occurred.
- **Instrument Number.** The official number of the proceeding as assigned by instrument.
- **Type of Proceeding,** i.e., Administrative, Criminal, or Civil.
- **Disposition,** either Conviction/Finding of Fault or Other acknowledgment of fault.
- **Description of the Proceeding.** A comprehensive description (approx. 500 words) of the proceeding.

C) Overlap or Duplication of Effort Statement

Applicants must provide a complete description of overlaps or duplications between their proposal under this NOFO and any other federally funded project or application in regard to activities, costs, and time commitment of key personnel, as applicable. In the description, you should:

- Identify when that other proposal was submitted, to whom (entity name and program), and when you anticipate being notified of their funding decision.
- Provide a copy of any overlapping or duplicative proposal submitted to any other potential funding entity and end the statement with “We understand that if at any time we receive funding from another source that is duplicative of the funding we are requesting from the



Library of Congress in this application, we will immediately notify the Library of Congress point of contact identified in this Funding Opportunity in writing.”

D) Single Audit Reporting Statement for Institutions Expending More than \$1,000,000 USD in federal awards.

All U.S. state, local governments, federally recognized Indian tribal governments, education institutions, and non-profit organizations expending \$1,000,000 USD or more in Federal award funds in the applicant’s fiscal year must submit a Single Audit report for that year through the Federal Audit Clearinghouse’s Internet Data Entry System.

U.S. state, local government, federally recognized Indian tribal government, education institution, and non-profit applicants must state if your institution was or was not required to submit a Single Audit report for the most recently closed fiscal year. If your institution was required to submit a Single Audit report for the most recently closed fiscal year, provide the EIN associated with that report and state if it is available through the Federal Audit Clearinghouse website.

E) Applications with Proprietary Data. The Library may share award applications, work products, and reports with Library employees, external reviewers, or the general public to further the mission of the agency. Therefore, the Library discourages inclusion of proprietary data or information in applications. However, if a proposal contains information that constitutes a trade secret, proprietary commercial or financial information, or similar confidential information, the Library will handle such information in accordance with applicable law, provided that the information is clearly marked by the applicant. Note that any funded proposal will be considered an integral part of the award and normally will be made available to the public upon request and in accordance with applicable law.

Applicants who include proprietary data must mark the cover page with the following: “This application includes marked proprietary data that must not be disclosed, duplicated, used, or disclosed for any purpose other than to evaluate this application. If, however, an award is made as a result of – or in connection with – the submission of this data, the U.S. Government will have the right to duplicate, use, and disclose the data. This restriction also does not limit the U.S. Government’s right to use information contained in this data, without restriction, if it is obtained from another source. The data subject to this restriction are contained in sheets {insert sheet numbers}.” Additionally, the applicant must mark the specific data it wishes to restrict with the following: “Use or disclosure of this data is subject to the restriction on the title page of this application.”

B. PRE-AWARD RISK ASSESSMENT

The selected applicant is responsible for ensuring achievement of the objectives of the program described in this Notice. Therefore, the applicant must be a responsible entity. The GO will decide whether a pre-award risk assessment will be conducted by the Library, to determine whether the selected applicant is a responsible entity that has the necessary organization, experience, accounting and operational controls, financial resources, and technical skills needed to achieve the objectives of the program and comply with the terms and conditions of the award. For conducting the risk assessment, the applicant may be asked to complete a pre-award survey – provided after completion of the evaluation process and before issuance of the award. If notified by the Library that a pre-award survey is necessary, applicants must prepare in advance the required information and documents. A pre-award survey does not commit the Library to make an award to any institution or individual.



Depending on its result of the risk assessment, the Library may determine to execute the award, not execute the award, or to execute the award with “specific conditions” ([2 CFR 200.208](#)).

C. PROJECT MANAGEMENT AND REPORTING

This section describes reporting requirements for the awards made under this Notice.

C.1 Approval Needed for Modifications to Proposed Work or Budget

Any project carried out under a cooperative agreement award must be consistent with the proposal that is approved for funding by the Library. Any significant change to a project’s programmatic scope, key personnel, or planned budget requires the Library’s explicit consent. The designated principal or authorizing official for the awardee shall submit, in writing (including email), all requests for a change to the project to the appropriate Library program officer for approval.

C.2 Project Reporting

Award recipients must adhere to all reporting requirements listed below; further, recipients need to be in compliance with [2 CFR 200](#). Award recipients should submit all reports by the due date for approval to the GO via email (tps-grant@loc.gov). In addition to the reports below, the GO may request additional information to facilitate the Library’s review of the project implementation.

C.2.1 Curriculum, Instructional Materials or Tools

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

C.2.2 Performance and Financial Reports

Interim performance and financial reports are due twice per year during the award period.

Performance reports must contain:

- a comparison of actual accomplishments with the established goals and objectives of the award described in the project plan;
- a description of reasons why established goals were not met, if appropriate;
- all KPIs as applicable; and
- any other pertinent information relevant to the project results.

The report must include qualitative and quantitative information describing activities carried out and specific results achieved during the period. In addition, the report must indicate key implementation challenges encountered and how they were, or are planned to be, resolved.

Required financial reports include a completed Federal Financial Report Form SF-425. Both the interim performance report as well as the interim SF-425 must be completed by the award recipient electronically in the grant management system upon its availability.

Final reports are due no later than 90 calendar days after the award period of performance end date or award termination date.

A final performance report must provide qualitative and quantitative information describing activities carried out and specific results achieved during the period, namely:

- A description of activities undertaken;
- A comparison of actual accomplishments with the established goals and objectives of the award described in the project plan;
- A description of reasons why established goals were not met, if appropriate;
- Key implementation challenges encountered and how they were, or are planned to be, resolved;
- A review of the project's budget (projected vs. actual) including specification of any significant variance using the Budget Narrative Charts; and
- Any other pertinent information relevant to the project results.

The final performance report shall be accompanied by the SF-425 Form. Both the final performance report and final SF-425 must be completed by the award recipient in the grant management system upon its availability.

C.2.3 Significant Development Reports

Events may occur between the scheduled performance reporting dates which have or could have significant impact upon the supported activity. In such cases, recipients are required to notify the Library in writing as soon as the recipient becomes aware of any problems, delays, or adverse conditions that will materially impair their ability to meet the objective of the Federal award. The notification must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.

The recipient should also notify the Library in writing of any favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

D. FEDERAL AWARD ADMINISTRATION

D.1 Administrative and National Policy Requirements

Awards resulting from this Notice will be administered in accordance with the Library of Congress' Regulation LCR 7-310 (Grants and Funded Cooperative Agreements), policies in [2 CFR 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) described here and in the award, the Library General Terms and Conditions identified herein, and the Library Assurances and Certifications ([Appendix A](#)). Entities that receive Library funding must be familiar with these requirements and comply with applicable law.

The Cooperative Agreement will include the following information and other terms and conditions the Library deems necessary:

D.2 General Terms and Conditions

Guidance. Additional OMB guidance may be incorporated by reference into cooperative agreement awards. All such guidance will be administered in accordance with standard federal requirements for cooperative agreements as interpreted by the Library, including: [2 CFR 200](#), subparts D, E, and F.



Record Retention. Awardees shall retain all records relating to a cooperative agreement award for three years following the completion of any award-related projects and as stated in [2 CFR 200.334 Retention requirements for records](#).

Branding. Awardees shall not use the name “Library of Congress” or any abbreviation or subset of the name (such as “LC”, “LoC”, “Teaching with Primary Sources” or “Lewis-Houghton Civics and Democracy Initiative”) or logos (collectively, “Library Marks”) to explicitly or implicitly endorse a product, service, or materials in any medium or form, such as publications including online. Subject to the Library’s prior written approval over all aspects of the use and presentation of Library Marks, Awardees may use Library Marks in connection with publication, distribution, packaging, publicity and promotion of the Project or products produced under this Agreement. In addition, Awardees must acknowledge the collaboration with the Library by including a credit in or on projects created under the terms of this Agreement that reads: “The [title of program/project] has been made possible in part by funding from the Library of Congress.”

D.3 Certifications

As an applicant for Federal funds, you must certify that you are responsible for complying with certain nondiscrimination, debarment and suspension, drug-free workplace, lobbying, and trafficking laws. All applicants must complete the certifications in SAM.gov as stated in [2 CFR 200.209](#) and as described below in [Appendix A](#).

By submitting the application, which includes the Assurances and Certifications in SAM.gov and [Appendix A](#), you certify that you are in compliance with these requirements and that you will maintain records and submit any reports that are necessary to ensure compliance.

Your failure to comply with these statutory and regulatory requirements may result in the suspension or termination of your award and require you to return funds to the government.

D.4 Disclosures and Other Required Notifications

D.4.1 Criminal, Civil, and Administrative Proceedings Disclosure

Applicant must disclose to the Library all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award, in writing and in a timely manner.

Non-Federal entities that receive a Federal award including the terms and conditions outlined in [2 CFR 200, Appendix XII—Award Term and Condition for Recipient Integrity and Performance Matters](#) are also required to report certain civil, criminal, or administrative proceedings to SAM. Failure to make required disclosures can result in any of the remedies described in [2 CFR 200.339 Remedies for Noncompliance](#), including suspension or debarment.

D.4.2 Total Value of Federal Assistance is Greater than \$10,000,000

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, you must maintain the currency of Proceedings and Exclusions information you report to the System for Award Management (SAM). This information is made available



in the designated integrity and performance system (currently the Responsibility/Qualification section on SAM.gov) in accordance with Appendix XII to 2 CFR 200.

E. OTHER INFORMATION

E.1 Payments and Invoice Instructions

The Awardee must first submit a payment request via the grant management system (upon its availability), entering line item-level detail regarding project expenditures incurred during the invoice period specified. The Awardee must accompany this payment request with a completed digital version of [SF-270, Request for Advance or Reimbursement](#) in the grant management system upon its availability.

The Awardee must then prepare and submit the electronic invoice within the Invoice Processing Platform (IPP) at www.ipp.gov. All payment requests must be accompanied by the completed SF-270 Form attached to the invoice in IPP.

The Library will provide the award Purchase Order number to the recipient after the award agreement is executed. IPP login instructions will automatically be sent to the individual who is registered as the Organizational Contact for the recipient in SAM.gov. Should the recipient need to update the individual on file with access to IPP, or for any other issues in-system, assistance is available via the IPP Help Desk email at: ippcustomersupport@fiscal.treasury.gov or by commercial telephone at (866) 973-3131.

E.2 Other Information

The Library reserves the right to fund any or none of the applications submitted. The GO is the only individual who may legally commit the Library to the expenditure of public funds. Any award and subsequent incremental funding will be subject to the availability of funds and continued relevance to Library programming as determined by the Library.



APPENDIX A: Assurances and Certifications

Debarment and Suspension. Applicant institutions or their principals must not be presently debarred or suspended or otherwise excluded from or ineligible to participate in federal assistance programs. An applicant or awardee shall provide immediate written notice to the Library's Grants Officer if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Awardees shall not make or permit any sub-award or contract to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs. Awardees and sub-awardees must not make any award or permit any award (sub-award or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs.

Lobbying Activities. 31 U.S.C. § 1352 generally prohibits recipients of federal contracts, grants, loans or cooperative agreements from using appropriated funds to influence the executive or legislative branches of the federal government in connection with a specific contract, grant, cooperative agreement, loan, or any other award covered by § 1352. 18 U.S.C. § 1913 makes it a crime to use funds appropriated by Congress to influence members of Congress regarding congressional legislation or appropriations.

APPENDIX B: ICT Accessibility Requirements Statement

To the extent required by the Americans with Disabilities Act (ADA), when developing, procuring, maintaining, or using information and communication technology (ICT), it is the policy of the Library to ensure that the ICT allows individuals with disabilities who are Library employees or members of the public seeking services from the Library to have access to and use of information and data that is comparable to access and use by individuals who do not have disabilities.

ICT means information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples of ICT include, but are not limited to: information kiosks, software, applications, web sites, videos, and electronic documents.

Applicants and awardees should follow the accessibility requirements applicable to their organization when developing their project. Awardees must provide performance and financial reports and copies of project materials to the Library. Project materials meeting the definition of "ICT" that will be delivered to the Library must be accessible to individuals with disabilities and comply with the accessibility requirements applicable to the Library; i.e., must provide access to and use of information and data that is comparable to access and use by individuals who do not have disabilities, in accordance with the ADA.

To assist awardees in making the Library version of their project accessible, the following guidelines are applicable to common forms of ICT:

- Where a visual mode of operation is provided, the product should also provide an alternative mode or modes of operation that does not require user vision, enables users to make use of limited vision, and does not require user perception of color.
- Where an audible mode of operation is provided, the product should also provide an alternative mode or modes of operation that does not require user hearing and enables users to make use of limited hearing.
- Where speech is used for input, control, or operation, the product should also provide an alternative mode or modes of operation that does not require user speech.
- Where a manual mode of operation is provided, the product should also provide an alternative mode or modes of operation that does not require fine motor skills or simultaneous manual operations, and is operable with limited reach and limited strength.
- When the ICT displays video with synchronized audio, the ICT should provide user controls for closed captions and audio descriptions. When user controls are provided for volume adjustment, the ICT should provide the user controls for closed captions at the same menu level as the user controls for volume selection. When user controls are provided for program selection, the ICT should provide the user controls for the selection of audio descriptions at the same menu level as the user controls for program selection.
- ICTs should permit user preferences from platform settings for color, contrast, font type, font size, and focus cursor.

- Where an ICT provides an alternative user interface that functions as assistive technology, the ICT should use platform and other industry standard accessibility services.
- ICT products should also provide features making their use by individuals with limited cognitive, language, and learning abilities simpler and easier.

For more information about the specific accessibility standards applicable to specific project deliverables for the Library, you may refer to the Section 508 Standards set forth in Appendices [A](#), [C](#), and [D](#) to 39 C.F.R. Part 1194 and the Web Content Accessibility Guidelines (WCAG) 2.0 and interactive tool, available at <https://www.w3.org/WAI/standards-guidelines/wcag/> for ICT in general, and to [28 C.F.R. Part 35, Subpart H](#), for web content and mobile applications.

APPENDIX C: Key Performance Indicators (Quantitative Reporting)

As described in section H.2.3, grantees will periodically be asked to provide performance reports on their project's progress including both qualitative and quantitative information. Qualitative information will be captured in narrative form and will include: a comparison of actual accomplishments with the established goals and objectives of the award described in the project plan; a description of reasons why established goals were not met, if appropriate; and any other pertinent information relevant to the project results.

Quantitative information will be captured as responses about quantifiable measures, also known as key performance indicators (KPIs). The list below includes KPIs for the TPS Program, although not all of them will apply to every project.

- A. Enhance Library of Congress Services
 - Understand and engage various communities.
 - Number of TPS workshops and courses lasting at least two hours (specify)
 - Number of workshop or course participants
 - Number of presentations lasting fewer than two hours (venues)
 - Number of Congressional districts served (drop down list)
 - Number of communities of learners reached (specify)
 - Enhance digital services to meet various communities' needs.
 - Number of materials created and posted (description)
 - Number of products/materials downloaded by users
 - Provide trustworthy and authoritative data.
 - Completed required narrative report (date)
 - Submitted financial report (date)
 - Collaborate to amplify impact.
 - Number of collaborations and partnerships with Consortium members (brief description)
 - Number of collaborations and partnerships with non-Consortium members (brief description)
 - Encounters with TPS Regional Partners (brief description)
- B. Expand Access to Library of Congress Materials
 - Increase discoverability, availability, and accessibility of Library materials.
 - Number of posts in the TPS Teachers Network (brief description)
 - Number of items uploaded to the Consortium Created Materials site (brief description)
 - Number of TPS learning goals targeted in materials and programming
- C. Foster Innovation
 - Invite curiosity and experimentation to meet evolving educational challenges.
 - Number of materials created by participants of grantee programs (describe)
 - Number of app episodes created (describe)
 - Innovate with imaginative approaches and emerging technologies.

- Number of innovative approaches employed (describe)
- Leverage data to discover new paths and opportunities.
 - Number of initiatives, programs and/or materials created based on data (specify)
 - Number of research projects undertaken (describe)