

# Intent to Apply Form - FY26-27 Action Grants

The Intent to Apply Form is the **required first step in the Action Grant process**. It must be completed online using this link: <https://forms.cloud.microsoft/g/CZkTvyvt8C>

This document is a PDF copy of the required questions for reference only and cannot be used to submit your Intent to Apply.

Information submitted here allows the Office of Commonwealth Libraries (OCL) to set up your access to eGrants; the Action Grant application will not be visible to you in eGrants until this form is submitted and approved.

This form also enables OCL to conduct an early eligibility and compliance review. If issues are identified, such as missing or invalid UEI, [SAM.gov](https://sam.gov) status, or vendor registration, applicants will be contacted and given the opportunity to correct them before the full application period.

Action Grant applications open in eGrants on June 9 and will close at noon on July 9, 2026.

**This form will close on June 30, 2026.**

Applicants who do not submit the Intent to Apply Form by the deadline will not be able to apply.

For full grant guidelines, including applicant eligibility, please visit our Grants LibGuide: <https://pa-gov.libguides.com/LSTA>

*Action Grants are made possible with federal funds from the U.S. Institute of Museum and Library Services administered by the Pennsylvania Department of Education, Office of Commonwealth Libraries.*

## Questions on the Intent to Apply Form

### Section 1: Entity Information

**1. Primary Contact Person for this project**

Please provide the name and title of the person we should contact if any information in this Intent to Apply form needs clarification or correction.

**2. Email of Primary Contact**

**3. Retype Email Address**

**4. Official Entity Name**

This should be the Legal Entity Name of the organization applying, as it appears on tax records.

5. **Physical Address**

Street address, city, state and **nine-digit** zip code of the applying entity's physical location.

6. **Organization Type**

Select your answer

- Independent public local library
- District library centers
- Federated library system member
- Federated library system administrative units
- Public school libraries or media centers
- Private school libraries or media centers
- Academic libraries
- State correctional institution libraries

7. **Unique Entity ID (UEI) Number from the Federal System for Award Management**

The System for Award Management ([SAM.gov](https://sam.gov)) is the official government-wide database to register with in order to receive funds from the U.S. government. Because this opportunity uses federal funding from the Institute of Museum and Library Services (IMLS) provided through the Library Sciences and Technology Act (LSTA), all applicants must be registered on [SAM.gov](https://sam.gov) and renew their SAM registration annually to maintain an active status.

Please be sure your [SAM.gov](https://sam.gov) Search Authorization set to "Yes."

**There is no charge to register or maintain your entity SAM registration.**

8. **[SAM.gov](https://sam.gov) Registration Expiration Date**

Your Unique Entity Identifier (UEI) never expires, but your [SAM.gov](https://sam.gov) registration (which uses the UEI) must be renewed annually to stay active.

9. **Federal Employer Identification Number (FEIN)**

A Federal Employer Identification Number (FEIN), also known as an Employer Identification Number (EIN), is a unique **nine-digit** number assigned by the IRS.

10. **Name of Organization as it appears in the Commonwealth of Pennsylvania's supplier/vendor database (SAP)**

The Commonwealth of Pennsylvania utilizes SAP as its Integrated Enterprise System (IES) and Supplier Relationship Management (SRM) module to manage vendor data, registration, and procurement. Suppliers must obtain a unique SAP Vendor Number to do business with the state.


11. **Commonwealth of Pennsylvania Vendor Number (SAP Number)**

The Commonwealth of Pennsylvania Vendor Number, also called Supplier ID or SAP Vendor Number, is a unique, six-digit identifier assigned to businesses to process payments and manage information within the state's SAP financial system, acting as your official supplier ID for invoicing and dealings with Pennsylvania agencies.

12. **Name of Organization as it appears in EdNA (Education Names and Addresses)**

EdNA (Education Names and Addresses) is a database of names, addresses, administrators, and related information about the educational entities served by PDE. These include school districts, intermediate units, career and technical centers, charter schools, nonpublic and private schools, higher education institutions, and more.

### 13. Administrative Unit Number (AUN)

In Pennsylvania, an AUN (Administrative Unit Number) is a unique, nine-digit identifier assigned by the PA Dept of Education (PDE) to various educational entities like school districts, libraries, higher ed institutions, and even municipalities for grant purposes, acting as a unique ID for data reporting and funding applications through systems like EdNA (Educational Names and Addresses). 

### 14. Is your organization signed up for Direct Deposit with the Commonwealth of Pennsylvania?

The Commonwealth of Pennsylvania policy requires ACH (Automated Clearing House) for payment.

### 15. Does your organization have access to the eGrants application platform?

eGrants is the online grants management system used by the Pennsylvania Department of Education to give eligible organizations access to grant applications.

### 16. Is your organization enrolled in eSignatures?

eSignatures in eGrants allow an authorized staff member to electronically sign grant documents. To enroll, your organization must have its board adopt the required eSignature Resolution.

## Section 2: Required Policies and Procedures

Before applying for a federally funded grant, applicants must comply with federal Uniform Administrative Requirements for grants (2 CFR §200.300 - §200.345). This means that all applicants must have written:

**Cash management procedures** that establish fund controls and accountability, including written procedures for determining the allowability of costs under the terms and conditions of the award (2 CFR §200.302(b)(6), §200.302(b)(7), §200.305).

**Bid and procurement procedures** that establish standards and controls for the purchase of all goods and services, including written procedures for the evaluation of the proposals received and for selecting awardees (2 CFR §200.319(c), §200.320).

**Conflict of interest policy** that governs the actions of its employees and board members who engage in the selection, award, and administration of contracts, including disciplinary actions if the policy is violated (2 CFR §200.318(c)).

**Travel policy** (2 CFR §200.474).

**Compensation and fringe benefit policy** if any federal funds are used for compensation and fringe benefits (2 CFR §200.430(a), §200.431(a), §200.464 [Relocation Costs of Employees]).

**Indirect cost rate development procedures** if an indirect cost rate other than 10 percent has been negotiated directly with the federal government. (2 CFR §200.414, §200.331(a)(4), Appendices).

For full guidance and examples of what to include, please view the Public Library Operations and Board Governance LibGuide: <https://pa-gov.libguides.com/public-library-operations-board-governance/policies-federal-funds-eligibility>

### 17. Does your organization have a Cash Management Procedure or Policy?

All LSTA grant applicants must have a written cash management procedure. This policy should explain how your organization tracks expenses, approves payments, verifies

goods and services, and ensures costs are allowable under LSTA rules. It should also address how federal funds are handled in your accounts.

18. Does your organization have a **Bid and Procurement Procedure or Policy?**

All LSTA grant applicants must have a written bid and procurement procedure. This policy should outline how your organization purchases goods and services, evaluates proposals, and selects vendors in a fair and consistent way.

19. Does your organization have a **Conflict of Interest Policy?**

All LSTA grant applicants must have a written conflict of interest policy. This policy should explain how your organization prevents conflicts when employees or board members are involved in selecting, awarding, or managing contracts, and what happens if the policy is violated.

20. Does your organization have a **Travel Policy?**

All LSTA grant applicants must have a written travel policy. This policy should explain how your organization approves, documents, and reimburses travel costs in a consistent and compliant way.

21. Does your organization have a written **Compensation and Fringe Benefits Policy?**

Note: This policy is required only if you will use federal grant funds for salaries, wages, or benefits

This policy should explain how pay and benefits are set, how adjustments are made, and how employees qualify for benefits. If you are not using grant funds for compensation or benefits, this requirement does not apply.

22. Does your organization have a written **Indirect Cost Rate Procedure?**

This policy is required only if you have negotiated an indirect cost rate higher than 10% with the federal government.

### Section 3: Project Information

23. **Which area(s) of library service does your intended project most closely align?**

Select all that apply.

Adult Services

Youth Services (Ages 0-18)

Professional Development / Staff Training

Community Engagement or Outreach

Program-Linked Resources or Materials

Technology or Digital Access

Innovative Programming

Accessible Library Operations

Strategic Planning

24. **What is the estimated budget for your project?**

Action Grants have a maximum award of \$10,000. The amount you provide here is an estimate only and will not be considered binding; it is used solely to help us plan for this grant round.