



ROY COOPER, GOVERNOR  
SUSI H. HAMILTON, SECRETARY

STACI MEYER, INTERIM STATE LIBRARIAN  
TANYA PROKRYM, DIRECTOR

June 7, 2018

Faith Burns  
Durham County Library  
300 North Roxboro Street  
Durham, NC 27701

Re: LSTA Multi-Year Project (Yr. 1 of 2) Application – Practicing Inclusivity

Dear Faith Burns,

Congratulations! The State Library is pleased to inform you that this application has been approved for funding in the amount of **\$95,735.00**, with a \$39,089.00 match.

***Please note: There are new requirements this year. Please read all documentation carefully.***

**To accept the award:**

Complete the attached documents, obtain signatures, and return all the documents as one packet. Please note: **two** complete sets of the Grant Agreement with **original, wet signatures** must be received before they can be submitted to the Interim State Librarian for signature. We strongly recommend the documents be sent via a commercial mail service such as UPS or FedEx. Mailing instructions are included in the Agreement and on the checklist.

Be sure to review the information on the first page of the Grant Agreement for correctness; make any changes to both originals and we will update our files.

You should also see the following attachments with this email, in addition to your Grant Agreement:

- Certification Regarding Debarment & Suspension
- Statement of No Overdue Tax Debts (please print on letterhead)
- CIPA Certification (if applicable)

Please also review the attached Conflict of Interest Policy, which is the most current version we have on file. If you have an updated policy, please submit with your other required documents. If no Conflict of Interest Policy is attached, please provide one for our files.

In addition, if your project includes partners, please submit one LSTA Partner Statement for each partner with your packet.

***Before mailing your packet to us, please review the attached Checklist to ensure proper submission of documentation.***

When all the required documents have been received, your Grant Agreement originals will be presented to the Interim State Librarian for signature. After execution, you will be notified that spending may begin. One of the original Grant Agreements will then be returned to you for your files.

Keep in mind that:

- The library's authorized representatives AND the Interim State Librarian must sign the Grant Agreement originals for the grant to be considered fully executed; thereby completing the awarding of funds. Funds cannot be encumbered or spent until you have been notified that spending may begin.
- The Project Manager is the primary contact between your library and the State Library for the life of the project. It is expected that when questions arise about expenditures, reimbursements, reporting, and anything else related to the grant, the Project Manager will be the State Library's primary point of contact. It is the library's responsibility to notify the State Library of changes in Project Manager information.
- You are required to [credit IMLS](#) and the State Library (see statement below) in all related publications and activities in conjunction with the use of the grant funds.

"This grant is made possible by funding from the federal Institute of Museum and Library Services (IMLS) under the provisions of the Library Services and Technology Act (LSTA) as administered by the State Library of North Carolina, a division of the Department of Natural and Cultural Resources (IMLS grant number LS-00-18-0034-18)."

A public announcement of all 2018-2019 LSTA grant awards will be listed online at <http://statelibrary.ncdcr.gov/ld/grants/lsta.html>.

Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Catherine Prince".

Catherine Prince, Federal Programs Consultant

CC: Tammy Baggett