

Post, Annie M.

From: Baggett, Tammy K.
Sent: Friday, June 14, 2019 10:28 AM
To: Makens, Katherine; Hawkins, Jackie; Post, Annie M.; Hill, Terry B.
Cc: Burns, Faith
Subject: FW: LSTA - Agreement Executed
Attachments: Durham_NC-19-37_Executed.pdf

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

FYI

From: Haske, Jackie <jackie.haske@ncdcr.gov>
Sent: Friday, June 14, 2019 8:33 AM
To: Baggett, Tammy K. <tbaggett@dconc.gov>; Burns, Faith <fburns@dconc.gov>
Cc: Prince, Catherine <catherine.prince@ncdcr.gov>
Subject: LSTA - Agreement Executed
Importance: High

This email includes important information about your federally funded Library Services and Technology Act (LSTA) grant. Please share this information with all appropriate persons in your library and in any other relevant offices.

Fully Executed Grant Agreement

Attached is a fully executed digital copy of the grant agreement between your library and the State Library of North Carolina. This agreement became effective upon the date that all parties had signed, or July 1, 2019, whichever is later. From that date forward it is allowable to begin spending project funds.

State Project Code

Each grant award has its own State Project Code located at the top of the Grant Agreement. Be sure to use this number in the subject line of any correspondence about your grant award. The State Project Code for this project is NC-19-37.

Equipment Approval Requests

You must request written approval **prior** to purchasing any Equipment with a **per unit** price above **\$5,000**. Complete the [online form](#) at your earliest convenience so there are no delays when you're ready to purchase. Requests will be processed promptly and you will be notified when you may proceed.

In addition, each year the library will be asked to verify the ongoing ownership and use of this equipment via the State Library Annual Equipment Tracking Survey, provided each January. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared **in advance** with the State Library.

Project Status Reports

This year it is expected that all grantees provide Project Status Reports to the State Library through an [online form](#). Project Status Reports for this grant are due quarterly on October 15, January 15, and April 15. A reminder email will be sent to the project manager.

Please complete your Project Status Report by the deadline to avoid any delay in your reimbursement.

Grant Reimbursement

Grant payments are made on a reimbursement basis. It is expected that reimbursement requests will be submitted quarterly (using the schedule below), or more often when the project has **significant** expenditures.

- October 15
- January 15
- April 15 – expend a minimum of 75% of grant and matching funds by this date
- June 30 – **deadline for all expenditures**
- July 15 – final deadline to submit reimbursement requests

Unless it presents a hardship, please refrain from submitting multiple reimbursement requests within a short time period of each other.

This ensures a more even flow of funds back to your library and helps the Department of Natural and Cultural Resources efficiently manage disbursements. Information on how to submit reimbursement requests can be found [on our website](#).

Budget Revisions

You must obtain prior approval from the State Library for any **changes in the use of approved, awarded project funds**. Budget Revision Requests must include proposed expenditure changes with a justification for the change(s). Information on how to submit budget revisions can be found [on our website](#).

Grant Acknowledgement

A Sample Media Release is [available online](#) and you are encouraged to customize this document when publicizing your grant award. Remember that any project announcements/programs/activities/ publications must acknowledge the Institute of Museum and Library Services (IMLS) using the following statement:

“This project/program/service 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 N.C. Department of Natural and Cultural Resources (IMLS grant number LS-00-19-0034-19).”

Please label tangible purchases, when feasible, acknowledging IMLS. Books do not need labels. Examples of items to label include: Printers, tables, iPads, and any approved Equipment. For your convenience, we will provide acknowledgement labels for your supplies and/or equipment purchases. If applicable, labels will be sent to you after mid-July. If you need additional labels, please email LSTA@ncdcr.gov.

Project Records

Keep a project file of all grant-related documentation such as a copy of your original application, grant information and guidelines, award letter, signed grant agreement, copies of all LSTA Grant Reimbursement Request Forms with expenditure documentation, any approved Budget Revision Requests, and the final report. Also keep copies of any publicity or other materials generated from the project so that you can include copies with your final report. The records retention requirements for LSTA grants are stated in the grant agreement.

Surveys & Final Report

IMLS surveys are required throughout the funding period for certain types of activities and survey results must be reported in the project's final report. Review the Activity Worksheet and other information (at the link above) to determine if your project activities will require surveys.

A final report is required for each award via an online form provided by the State Library. Review the Final Report Information (at the link above) to get an idea of what to expect and what **information to gather throughout your project**. Be sure to record and retain all appropriate baseline data to use for comparative purposes at the end of the

project. Plan to capture anecdotes and stories during the course of the project that show evidence of the difference that grant-funded services and resources have made for your library users.

The link to the 2019-2020 form will be sent in late spring or after your project is complete, whichever is later; the deadline for submitting the report is August 31.

Single Audit Certification

To close out your grant, you will need to complete a Single Audit Certification. The form will be sent to you in late summer 2020. The State Library is tasked with ensuring grantees are audited as required by 2 CFR 200, Subpart F.

I wish you great success implementing your project and I invite you to contact me anytime questions arise at 919-814-6796 or catherine.prince@ncdcr.gov

Sincerely,

Catherine M. Prince



Jackie Haske

Grants Assistant
NC Dept. of Natural and Cultural Resources
919.814-6802* | jackie.haske@ncdcr.gov

109 East Jones Street | 4640 Mail Service Center
Raleigh, North Carolina 27699-4600

(My pronouns are [she / her / hers.](#))

**Please note my new phone number.*

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