



ARIZONA STATE LIBRARY,
ARCHIVES AND PUBLIC RECORDS

A DIVISION OF THE ARIZONA SECRETARY OF STATE

JOAN CLARK, STATE LIBRARIAN

PROVIDING ACCESS
Preserving
Arizona

May 13, 2013

CITY CLERK
ORIGINAL

C-8650
10/08/2013

Cheryl Kennedy, Chief Librarian
Glendale Public Library
5959 West Brown Street
Glendale, AZ 85302-1200

Dear Ms. Kennedy:

I am pleased to inform you that your 2013 Library Services and Technology Act (LSTA) grant application "STEM (Science, Technology, Engineering, and Mathematics) @ the library" has been approved by the State Library for full funding for the total amount of \$20,600.

The application that you submitted, along with criteria outlined in this letter, will be the only contractual documents necessary for the implementation of your project. Federal funds can only be used as stipulated in the grant administration requirements (<http://www.azlibrary.gov/lsta/13grantadminguide.aspx>), application and this letter, and projects may be monitored periodically by State Library staff.

Enclosed you will find a sheet on "Managing Your LSTA Grant Award." Please refer to this sheet for information on federal regulations, requesting your grant funds, acknowledging the Arizona State Library Archives and Public Records and LSTA, and final reports. Plan to attend the May 21, 2013, Grant Recipient Workshop at the Carnegie Center in Phoenix; a registration form is included in the packet.

Please note that all grant funds must be requested by July 1, 2014, and spent prior to August 4, 2014. Your final report is due by September 5, 2014.

Laura Stone, the LSTA consultant, is responsible for the distribution of funds and any ongoing administration of the grant award, including the final report. If you have any questions concerning your application or other supporting documents, please contact Laura at lstone@azlibrary.gov or call her at 602-926-3469 or 1-800-255-5841 statewide.

Sincerely,


Joan Clark

cc: Kristin Fletcher-Spear

Attachments:

- "Managing Your LSTA Grant Award"
- "Mark Your Calendar"
- "Telling Your LSTA Story"
- "Awarded Prestigious LSTA Grant"
- Congressional Thank You Letter
- List of Congressional Representatives
- Non-construction assurances
- Certification regarding debarment, etc.
- CIPA worksheet
- LSTA 2013 Project Evaluation Plan
- Idea Circus 2013

STATE CAPITOL

1700 W. Washington, Suite 200 • Phoenix, Arizona 85007 • Home Page: <http://www.lib.az.us>
Phone: (602) 926-4035 • FAX: (602) 256-7983 • Email: services@lib.az.us

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Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE <i>City Manager</i>
APPLICANT ORGANIZATION <i>City of Glendale</i>	DATE SUBMITTED <i>10/17/13</i>

Managing Your LSTA Grant Award

Once I receive my award packet, what do I need to do next?

First, attend the grant recipients' workshop from 9:30 a.m. to 11:30 a.m., Tuesday, May 21, 2013, at the Carnegie Center, 1101 W. Washington St, Phoenix. FAX the enclosed registration sheet.

You must sign and return the enclosed yellow certification forms before any funds will be sent. These forms certify that your organization is in compliance with federal regulations. The forms are 1) Assurances – Non Construction Programs; 2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions; and 3) Internet Safety Certification. Sign the yellow certifications form; and make copies for yourself. Return the yellow and the blue forms to:

LSTA Grants Associate
Arizona State Library, Archives & Public Records
1700 W. Washington Street, Suite 200
Phoenix, AZ 85007

How do I get my money?

Funding will be sent to you when you request it and are ready to spend it. Check requests should be for the entire grant amount or in increments of \$10,000 or more. Please be prepared to spend the money upon receipt. Remember, the funds may not be used for administrative or indirect costs. To receive your funds, you must also submit a revised project evaluation plan:

1. Sign and return the grant certifications, along with an updated W-9 form.
2. E-mail your request for funds, along with a Word document outlining your evaluation plan, to ldd@azlibrary.gov.

How long do I have to spend the funds?

Please note that all grant funds must be requested by July 1, 2014, and spent prior to August 4, 2014. If you are not able to spend the funds and complete your project within that time frame, please contact the State Library.

- Check for debarment at www.epls.gov.
- The CFDA number is #45.310.

How do I acknowledge LSTA and the State Library in my project?

All promotion materials resulting from an LSTA grant project must contain:

"This project (program) was supported with funds granted by the Arizona State Library, Archives and Public Records Agency, a division of the Arizona Secretary of State, under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services."

Be sure to save copies of your publicity to include with your final report.

What kind of final report do I need to do?

You are required to submit a final financial and performance report to the State Library within 30 days of the end of the project or no later than September 5, 2014. The final report is submitted on the Arizona Library Tracker, <http://www.azlibrary.gov/alts/Login.aspx>.

How do I contact the LSTA staff?

Laura Stone
LSTA Consultant
602-926-3469 or 800-255-5841
lstone@azlibrary.gov

Grant Administration Guidelines

Grant Guidance

Library Services and Technology Act (LSTA) grant funds are provided by the Institute of Museum and Library Services (IMLS), through the Arizona State Library. The grantee assumes the legal responsibility of administering the grant in accordance with the LSTA statutory and regulatory requirements and Arizona Revised Statutes. The award is based on the approved grant proposal and budget; the award letter provides notification.

Allowable and Unallowable Costs

Most costs necessary and reasonable for the proper and efficient administration of a grant project are allowable costs that may be proposed as budget items in an LSTA grant application. Grant funds may be expended for the items identified as allowable costs in 2 CFR 225 "Cost Principles for State, Local, and Indian Tribal Governments," 2 CFR 220 (for Educational Institutions), and 2 CFR 230 for Non-Profit Organizations).

The following costs are unallowable and **may not be proposed** as grant project costs:

- Administration fees
- Bad debts
- Construction
- Contingencies
- Contributions and donations
- Entertainment / Performances
- Fines and penalties
- Food
- Interest and other financial costs
- Staff salaries and benefits
- Under recovery of costs under grant agreements (excess costs for one grant application is not chargeable to another grant application)
- Gifts, models, souvenirs

Requesting Funds

Funds must be requested between May 21, 2013, and Aug 4, 2014.

Travel Costs

Travel and per diem expenses are allowable costs for project personnel only. A grantee must reimburse staff travel and per diem at the rate authorized by the State (See Budget Considerations).

Interest on Grant Funds

DO NOT put your Federal LSTA funds into interest-bearing accounts, savings accounts or investment-type funds. If interest is earned on LSTA grant funds by the sub grantee, the amount of the interest **must be refunded** to the Arizona State Library, Archives and Public Records Agency, and subsequently returned to IMLS in Washington.

Budget Revisions and Programmatic Changes

Sub grantees must not deviate from the approved budget and approved plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the LSTA Consultant, Library Development Division. Similarly, sub grantees must request prior approval of significant departures from approved project plans, including changes in the scope of the project, changes in project objectives, and changes in the project manager or other key project personnel. Both types of requests must be made in writing to the Library Development Grants Consultant, Laura Stone at [this email](mailto:lstone@azlibrary.gov).

Requirements for Publications and Presentations

All promotion materials, press releases, bibliographies, reports and other such publications resulting from an LSTA grant project must contain the following acknowledgment:

This project (program) was supported with funds granted by the Arizona State Library, Archives and Public Records, a division of the Arizona Secretary of State, under the Library Services and Technology Act, which is administered by the Institute of Museum and Library Services.

If the grant project results in copyrightable material, the sub grantee or any subcontractor of the sub grantee is free to copyright the work. However, IMLS and the State Library reserve a royalty-free, exclusion and irrevocable license to reproduce, publish or otherwise use and authorize others to use the work for government purposes.

Reporting Requirements

Grant recipients will be required to submit a final financial and narrative performance report to the State Library within thirty days after the end of the project or no later than September 5, 2014 for FY 2013 competitive grants. The final report is completed online at www.azlibrary.gov/lsta. **Failure to file the report or library statistics on time will make your library ineligible to apply for future LSTA grants.**

Inventory Requirements

Grantees must submit and maintain inventory records of all non-expendable personal property, defined as items having a useful life of more than one year and a unit acquisition cost of \$5,000 or more. Inventories of all such property may be conducted to verify the existence, current utilization, and continued need for the property. Disposition of such property shall be in accordance with the disposition requirements of the State Library.

Grant Close Out Procedures

All funds must be encumbered/obligated by the last day of the grant period (August 4, 2014). All payments using LSTA funds must be completed before the final report is submitted, September 5, 2014. Should it not be possible to expend and/or obligate the funds prior to the end of the grant period, the State Library is to be notified at least 30 days in advance so arrangements can be made to return the funds to the State Library. If received by the State Library before the last month of the grant period, these funds can be reprogrammed into other Arizona projects, otherwise, reverted funds must be sent back to Washington.

Record Retention Requirements

Taken from OMB Circular A-110 ____ 53

(b) Financial records, supporting documents, statistical records, and all other records pertinent to an award shall be retained for a period of **three years** from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, as authorized by the Federal awarding agency. The only exceptions are the following:

1. If any litigation, claim, or audit is started before the expiration of the 3-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.
2. Records for real property and equipment acquired with Federal funds shall be retained for 3 years after final disposition.
3. When records are transferred to or maintained by the Federal awarding agency, the 3-year retention requirement is not applicable to the recipient.
4. Indirect cost rate proposals, cost allocations plans, etc. as specified in paragraph ____ .53(g).

Complaint Process

Complaints or questions about the LSTA program received by State Library will be forwarded to the Library Development Grants Consultant, who will respond as appropriate either through a phone call, an email message or a formal letter. If the person making the complaint is not satisfied with the information provided by the Library Development Grants Consultant, the question or complaint will be sent to the State Librarian. The State Librarian will respond as is appropriate to the situation, and is the person of last resort for complaints.

Audit Requirements

All libraries that have received a total of \$300,000 or more from all federal grants in the federal fiscal year (October 1 – September 30), must submit an audit as required under the Single Audit Act of 1984. Audits are required as follows under OMB Circular No. A-133 Subpart B— § ____ .200 audit requirements.

11/1/2013



State: ARIZONA

**CERTIFICATIONS REGARDING DEBARMENT AND SUSPENSION;
DRUG-FREE WORKPLACE REQUIREMENTS; LOBBYING;
FEDERAL DEBT STATUS; AND NONDISCRIMINATION**

Signature of this form provides for compliance with the statutes and regulations cited below. The certifications shall be treated as material representations of fact upon which reliance will be placed when the Institute of Museum and Library Services determines to award Federal funds to State Library Administrative Agencies.

1. DEBARMENT AND SUSPENSION

The applicant shall comply with 2 CFR Part 3185. The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- (a) Are presently excluded or disqualified;
- (b) Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
- (c) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
- (d) Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

The applicant, as a primary tier participant, is required to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 CFR Part 180 Subpart C (Responsibilities of Participants Regarding Transactions Doing Business With Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

2. DRUG-FREE WORKPLACE REQUIREMENTS

As required by the Drug-Free Workplace Act of 1988 and implemented at 45 C.F.R. Part 1185, the undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by:

- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
- (b) establishing an ongoing drug-free awareness program to inform employees about:
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and

- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

4. FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any Federal debt.

5. NONDISCRIMINATION

As required by the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Education Amendments of 1972, and the Age Discrimination in Employment Act of 1975, as implemented at 45 C.F.R. Part 1180.44, the undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685- 86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

The undersigned further provides assurance that it will include the language of these certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.



Signature of Authorized Certifying Official

Library Name

Brenda Fischer City Manager

Print Name and Title of Authorized Certifying Official

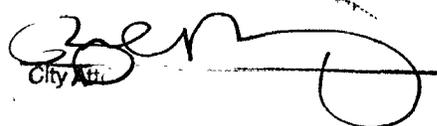
10/9/13

Date

Approved as to form

ATTEST:

Doreen McCracken
City Clerk



City Atty

INTERNET SAFETY CERTIFICATION FOR APPLICANT
PUBLIC LIBRARIES
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and
CONSORTIA WITH PUBLIC AND/OR PUBLIC SCHOL LIBRARIES

As the duly authorized representative of the applicant public library, I hereby certify that the library is (*check only one of the following boxes*)

- A. CIPA Compliant
(*The applicant public library has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.*)

OR

- B. The CIPA requirements do not apply because no funds made available under the LSTA program are being used to purchase computers to access the Internet, or to pay for direct costs associated with accessing the Internet.

Cheryl Kennedy
Signature of Authorized Representative

Cheryl Kennedy
Printed Name of Authorized Representative

Chief Librarian
Title of Authorized Representative

10/15/13
Date

Glendale Public Library
Name of Applicant Library/Program