

I've Signed the Continuing Education Grant Application, But What Does It All Mean?

The federal Institute of Museum and Library Services (IMLS) manages the Library Services and Technology Act (LSTA) under which federal grant funds are awarded to the Alaska State Library. The Alaska State Library uses LSTA funds to pay for continuing education grants.

As a recipient of federal LSTA grant funds through the Alaska State Library, your library is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed continuing education grant application to the Alaska State Library.

Federal Laws, Regulations and Circulars

For more detail, see: http://www.ims.gov/applicants/ims_assurances_and_certifications.aspx

Part A Trafficking in Persons: IMLS and the State Library will terminate any LSTA grants if the library subgrantee engages in trafficking in persons for commercial sex or forced labor.

Part B Lobbying Activities: Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

Part C Limited English Proficiency: Library subgrantees must take reasonable steps to make LSTA-funded grants accessible to people with limited English proficiency, even in states that have English as their official language. For more details, search the internet for: *IMLS Guidance for Reaching Persons with Limited English Proficiency*.

Parts D - F Cost Principles: Each library subgrantee should determine which set of cost principles applies to the library, then become familiar with those principles as guidance in using LSTA grant funds. Two cost principles of note:

Allowable and Unallowable Costs: Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded. The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

Equipment Costing More Than \$5,000: The library grantee shall submit a written request for approval to the State Library prior to the purchase of equipment over \$5,000 per unit. The grantee will list approved equipment purchases on the grant final report submitted to the State Library. Disposal of the item(s) that exceed \$5,000 market value at the time of surplus or disposal must be cleared in advance with the State Library.

Parts G - H Nondiscrimination: Library services provided with LSTA grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. §2000 et seq.); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §§701 et seq.); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-83 and 1685-86); the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. §§6101 et seq.).

Part I Debarment, Suspension, and Drug-Free Workplace: Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs and. The Excluded Parties List System is accessible at <https://www.sam.gov/> .

Parts J, K, L Uniform Administrative Requirements: Each library subgrantee should determine which set of uniform administrative requirements apply to the library, then become familiar with those requirements as guidance in using LSTA grant funds.

Part M Audits: LSTA grants may be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations.