

I've Signed the Interlibrary Cooperation Grant Agreement, 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. 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 grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement.

Items B-1 and B-2: Self Explanatory

Item B-3: Grant Agreement and Final Report

Two people must sign the grant agreement for the library and submit it to the State Library before any grant funds can be awarded. The library director or grant contact at the library may sign for the library. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit library board may sign for the legal entity. The library is required to submit a grant final report on the project to the State Library by September 1 of the following year. Interlibrary cooperation grant report forms may be found at: <http://library.alaska.gov/dev/grants.html> .

Item B-4: Accurate Records

The library must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

Item B-5: Self Explanatory

Item B-6: Prior Approval for Changing the Grant Budget

If the library needs to change one of the grant budget lines more than 10%, fill out an interlibrary cooperation grant budget revision form at: <http://library.alaska.gov/dev/grants.html> and send it to the State Library for approval.

Item B-7: Crediting the Institute of Museum and Library Services for the Grant Funds

Libraries should publicize grant-supported activities in the media and are required to credit IMLS in publications and during activities paid for with LSTA funds. The following acknowledgement must be used when meeting these requirements: "This (publication or activity or program) was supported by grant funds from the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as administered by the Alaska State Library." Copies of publications or materials produced with grant funds must be submitted to the State Library.

Item B-8: Children's Internet Protection Act (CIPA) Certification

Public libraries and school libraries must certify that they are CIPA-compliant if they receive LSTA funds that will be used to pay for access to the internet or will pay for computers that can access the internet. The State Library adds a CIPA certification form to those grant award packets that fall under this requirement.

Item B-9: Self Explanatory

Item B-10: Federal Laws, Regulations and Circulars

For more detail, see: http://www.imls.gov/applicants/imls_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*.
<http://www.imls.gov/assets/1/AssetManager/LEP.pdf>

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.