

State Library of North Carolina

**LSTA HISPANIC SERVICES GRANTS
2003-2004
Information & Guidelines**

What is this grant program and its purpose?

The Hispanic Services Grants are intended to help librarians implement library services for their Hispanic communities based on the results of a completed needs assessment and planning effort. The grant program builds on the Hispanic Services Workshops sponsored by the State Library during the past three years. These workshops outlined the characteristics of effective library services for Hispanic communities through needs assessment, community involvement, access to appropriate resources, and staff development as well as the marketing and evaluation of services. An overview of the content of those sessions is in the document *Designing Library Services for Hispanic Communities* (available on the Hispanic Services Project web page at URL <http://statelibrary.dcr.state.nc.us/hispanic/index.htm>).

Libraries should evaluate their readiness to apply for these grants by asking several questions:

- *Have we already established relationships with the Hispanic community and organizations that represent them? Have we conducted a needs assessment to gather more information about our Hispanic community and its library and information needs? Have we revised our library services plan to reflect those needs?*

If you cannot answer “yes” to all three of these questions, then consider applying for an LSTA Project Planning Grant to assist you in conducting your planning and needs assessment activities which you would complete by June 2003. Then submit your Letter of Intent for a 2004-2005 Hispanic Services grant in the Fall of 2003. Additional information about the 2002-2003 LSTA Project Planning Grants is available at the LSTA Web site <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>.

- *Does my library only want to apply for additional money for library materials to expand our Spanish-language materials collection?*

If you answer “yes” to this question, then you should not submit an application for this grant program. Acquisition of library materials should not be the primary purpose of the project. If library materials are purchased, then the materials should support the programs and services that are the project’s main focus.

This grant program is intended to help achieve Goal 1, Achieving Equity in Library Service, Outcome 1.2, “North Carolinians have access to library services relevant to their needs,” of the *Library Services & Technology Act Plan for Implementation in North Carolina, 2003-2007* (see URL <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>).

The Hispanic Services Grant is in a category called “Project Grants” in the policies and procedures outlined in *Library Services & Technology Act Plan for Implementation in North Carolina, 2003-2007*, at the URL cited above.

What is the application process?

The grant process has two steps aimed at saving time and other resources for those libraries that may not be competitive for a Hispanic Services Grant in the current round.

Step #1: Letter of Intent: A library interested in applying for this grant must have submitted (by the November 22, 2002 due date) a "Letter of Intent" which is intended to help determine whether the library is proposing a project that meets the criteria of the grant program. State Library staff and the LSTA Advisory Committee review the Letters of Intent and the LSTA Advisory Committee determines which libraries are authorized to submit a full application.

Step #2: Full Grant Application: Those libraries that receive authorization are invited to submit a full application with a project plan and budget. Libraries will be notified December 20, 2002; applications will be due February 20, 2003. State Library staff, external reviewers, and the LSTA Advisory Committee will review the applications and make recommendations to the State Librarian regarding funding.

A NOTE ABOUT PROJECTS REQUIRING A NEEDS ASSESSMENT

The time to prepare the Letter of Intent is limited. If your library has not conducted a needs assessment of the Hispanic community and/or does not have a clear concept and plan already outlined to enable you to prepare a well-crafted Letter of Intent, then consider applying for an LSTA Project Planning Grant to assist you in conducting your planning and needs assessment activities by June 2003. Then submit your Letter of Intent for a 2004-2005 Hispanic Services Grant in the Fall of 2003.

Who may apply?

The following libraries are eligible to submit a Letter of Intent: public libraries that qualify for grants from the Aid to Public Libraries Fund, community college libraries, libraries serving the constituent institutions of the University of North Carolina (which includes libraries serving the Area Health Education Centers and the North Carolina School of Science and Mathematics), and libraries serving the member institutions of North Carolina Independent Colleges and Universities. *Only libraries that submitted a Letter of Intent by November 22, 2002, and received authorization to submit a full application are eligible to apply for a Hispanic Services Grant.*

Libraries are encouraged to involve collaborative partners including other libraries, public agencies, or community organizations. For projects that involve collaboration, only one library partner may apply for the grant. That library will be the lead organization for the grant, responsible for administering the grant funds.

Only one Hispanic Services Grant may be submitted by an eligible library system or academic institution. *[Definitions: A library system is inclusive of all outlets making up that system (e.g. Nantahala Regional Library). An institution is the parent institution of the library (e.g. UNC-Greensboro).]*

Previously funded Hispanic Services grantees may reapply for funds for new Hispanic Services projects or expansion of previous ones. However, each application will compete as its own stand-alone grant project, and priority may be given to projects not previously funded. Applicants should not expect reviewers to possess a prior knowledge of previously funded projects.

What amount of funds may be requested?

The maximum grant request is \$50,000 unless the project is a collaborative effort of multiple eligible library systems or academic institutions, in which case the maximum grant request is \$100,000. The minimum grant request is \$5,000. Any amount over \$50,000 (or \$100,000 for a multi-library collaborative project) that is required to accomplish the project is the responsibility of the lead library and partners.

Are local matching funds required?

Yes. Hispanic Services Grant budgets must include local matching funds.

- The local **cash** contribution to the project must equal a minimum of 10% of the amount of federal funds requested. The match is a 1 to 10 ratio of matching funds to grant funds. If the grant amount requested is \$25,000, the local match must be at least \$2,500, and the total project cost will be \$27,500 (\$25,000 grant funds + \$2,500 local funds).
- All of the match must be cash from local or state funds or funds from non-governmental agencies (e.g., foundations, service clubs, partner organizations). Other federal funds and local administrative overhead costs may **not** be used as local match.
- Matching funds must be spent for the same categories of allowable expenses as the grant funds.
- Matching funds must be available at the time a funded library signs the grant agreement.

No expenditures of either grant or local matching funds may be made until the library receives the final executed grant agreement signed by lead library representatives and the State Librarian.

How may the project funds be used?

The project will provide funds for activities that implement library programs and services for the Hispanic community based on local needs assessment data and planning.

Project funds are to be used for necessary and appropriate costs to achieve the project's objectives. The proposal must clearly state how proposed expenditures were determined and why each is needed to achieve project outcomes.

Allowable expenditure categories and definitions are listed below.

- **Equipment.** The costs for equipment and furniture (if any) to be purchased and used by the project are covered in this category. Examples include audiovisual equipment, computers, printers, fax machines, file cabinets. Include only items with a useful life of at least one year and an acquisition cost of \$500 or more. Small equipment items that do not meet this definition should be shown in the "Other Expenses" category. [Note: The State Library does not encourage purchase of furniture unless it is critical to the success of the project.]
- **Library Materials.** This category includes costs for books, periodicals, newspapers, documents, pamphlets, photographs, reproductions, microforms, pictorial works, graphic works, musical scores, maps, charts, globes, sound recordings, processed video tapes, computer software, and materials designed specifically for the handicapped.

For a Hispanic Services grant, the acquisition of library materials should not be the primary purpose of the project. If library materials are purchased, then the materials should support the programs and services that are the project's main focus.

- *Wages and Benefits.* Show wages and benefits to be paid to each person (temporary only) employed for the project. An explanation of the total commitment of time and the wages to be charged for each member of the project staff should appear in the program narrative. Benefits should be shown separately from each wage. Fees and expenses for consultants should be included under Contractual Services.
- *Contractual Services.* This category should include costs for specific services to be performed by an outside organization or individual under contract. Examples include consultant fees, rentals, advertising, and honoraria for speakers. Applicants should be able to show in the application that proposed contractors are qualified to perform the work or service.
- *Supplies.* Include costs for project supplies such as paper, tape, pencils, and computer supplies. Also includes postage and printing costs.
- *Other Expenses.* Include in this category costs for any other justifiable expenses needed to implement the project but which do not fall under the prior categories. Examples include small equipment items costing less than \$500, or travel (mileage, lodging, meals) associated with the project.

Ineligible expenses:

- LSTA grant funds may **not** be used for entertainment costs.
- LSTA grant funds may **not** be used for “overhead” or indirect costs.

What is the basis for selecting projects for funding?

To be eligible for consideration, a library must have submitted a Letter of Intent, have been authorized to submit a full application, and have submitted a full application that is **received** by the deadline of 5:00 p.m. February 20, 2003. Proposals must clearly and explicitly cover the following factors and meet the following criteria, which will guide funding decisions among the eligible applications:

I. Reflects Principles in Designing Library Services for Hispanic Communities

Proposals must demonstrate that the library's plan for serving the Hispanic community has been developed in a manner consistent with the information presented in the workshops on Hispanic services. The document *Designing Library Services for Hispanic Communities* (available at <<http://statelibrary.dcr.state.nc.us/hispanic/index.htm>>), provides more detail. Key factors include:

- A well designed needs assessment that uses both qualitative information (e.g., the result of interviews, focus groups, and meetings with key groups) and quantitative data (numerical/statistical);
- A clear understanding of the demographic characteristics of the Hispanic population in the library's legal service area;
- Involvement of representatives of the Hispanic community in the library's needs assessment and planning effort;
- Proposed services and programs based on the results of the needs assessment and the advice from the Hispanic community;
- A commitment by the library leadership to the long-term development of services to the Hispanic community and integration into the overall program of the library; and

- An effort to achieve the key elements in the “Success Checklist” on page 15 of *Designing Library Services for Hispanic Communities*, which are summarized here:
 1. Planning
 2. Facilitating Access/Signage and Welcoming Environment
 3. Collection
 4. Programs/Services offered
 5. Internal Communications
 6. Staff Development
 7. Community Involvement/Connections
 8. Publicity and Media Relations

II. Outlines a Clear, Well-Articulated Project Plan

The proposal must clearly articulate a well-crafted plan that sets the stage for successful project implementation and evaluation. The plan must include the following elements:

A. A documented community need

The proposal must clearly give convincing reasons why the proposed project should be funded. Define the **community need or problem** by highlighting the change that should occur in programs or services from the perspective of the **target audience**, not the library.

The application must provide information about the needs assessment, including:

- the process that was used to assess the needs of Hispanic members of the library’s community;
- the number and nature of people who provided input;
- the methodology of conducting the needs assessment;
- the demographics of the Hispanic population in the library's legal service area.

Use relevant qualitative data (e.g., the result of interviews, focus groups, and meetings with key groups) and quantitative data (e.g., numerical / statistical) from your needs assessment to support the identified need, including information about the process you used and the sources of your information. (Remember that there must be **documented need**.) Make certain that the problem or need is of reasonable dimensions.

B. A clear goal

The grant application must contain a clear goal that is appropriate for the project. Indicate how community partners and/or Hispanic community representatives were involved in development of the goal statement. Describe how results of the needs assessment and advice from the Hispanic community affected the articulation of the goal.

A well-written goal statement:

- Describes an ideal condition or state that is based on the defined need and appropriate in meeting the need or solving the problem;
- Is short, concise and clearly stated in a declarative sentence;
- Is stated in terms of what the public will gain; and
- Provides a framework for the project objective(s).

C. Specific, measurable objective(s)

The objective(s) of the project is central to the plan because it provides a clear, specific outcome that determines the activities, budget, and evaluation. Be careful to limit the number of outcomes you are seeking. A well-crafted objective moves the library closer to the goal and meets the following criteria:

- Is based on the defined need and clearly defines success in meeting that need in measurable terms;
- Is stated as an outcome (what change will take place by when) and **not** as why (which is in the need) or how (which is the activity);
- Is measurable (i.e., defines success in a way that can be evaluated); and
- Is clear and brief.

D. A realistic, clear action plan

The Action Plan describes the specific activities that the partnership will undertake to achieve the defined outcome. The Action Plan must:

- Clearly describe the program activities;
- Outline the sequence of activities with a timetable;
- Be reasonable in scope, meaning that it can be implemented within the time and resources of the project;
- Be stated in measurable terms (i.e., specifies the number and types of programs, services, and resources);
- Be appropriate for the target audience, need, and objective(s);
- Describe staffing, specifying duties and any special qualifications;
- Identify program resource people from the library or from partner agencies who will contribute, and include a clear statement about why they are both needed and well-qualified;
- Provide adequate time and other resources for staff and appropriate members of the Hispanic community to participate in the proposed activities; and
- Include appropriate methods of publicizing the project to the target audience and others involved with the target audience.

E. A well developed budget

The budget for the project must:

- Be appropriate to the plan outlined in the proposal and clearly linked to that plan;
- Explain the basis for all projected expenditures and the basis for the estimates with no unexplained, miscellaneous, or contingency amounts;
- Budgeted amounts are reasonable;
- Salaries and benefits are detailed separately;
- Includes information about any proposed consultants and other contractual services;
- Relates any travel expenses to the project plan;
- Excludes all disallowed expenditures;
- Meets local match requirements.

F. An effective evaluation

Because the language of the law establishing LSTA requires increased accountability for grantees, an effective evaluation is essential. The evaluation must present an achievable plan for determining the success of the project in closing the gap defined in the needs assessment and objective(s). An evaluation plan will be judged effective if it:

- Presents a practical plan for determining whether or not the project met the stated objective by the end of the grant period;
- Tells who will be doing the evaluation and why they were chosen;
- Clearly states the criteria for success; and
- Describes how the data will be gathered and analyzed—both qualitatively (testimonials, stories, and anecdotes) and quantitatively (numerical/statistical);
- Indicates the baseline data that will be used as the basis for measuring the extent to which the project is successful in achieving its proposed outcome(s).

III. Demonstrates Local Commitment

- An important concept conveyed in the Hispanic workshops and in *Designing Library Services for Hispanic Communities* is the commitment by library leadership to the long-term development of services to the Hispanic community and integration of services into the overall program of the library. Applicants must effectively address the library's long-term intentions related to the services developed during the grant-funded project.
- The library must contribute the required local matching funds, which must be available by the time the library signs the grant agreement. The source of matching funds must be documented in the application. A factor in the review of grant proposals will be whether a library can clearly show that they will have adequate local resources to implement the project.

IV. Involves Community Partners

Collaborative partnerships can help strengthen the project and build community support and involvement. If the project is a collaborative one, the proposal should identify any additional community agencies that will be involved. In addition to the proposal itself, the chief executive of each partner agency must write a "Partner Commitment Letter" that demonstrates the organization's support for the collaborative partnership and the proposed project. The letters should be written by that individual and should not be a *pro forma* letter. The contents will be used to evaluate the collaborative partnership and should, at a minimum, clearly provide:

- A brief description of the partner organization and the reasons for their interest in the project;
- The role that the partner organization and its representatives played in planning the project, including the needs assessment and determination of the project focus and specific outcomes;
- The way(s) in which the partner organization will be fully involved, including shared authority and decision-making; and
- The financial and other contributions of the organization.

V. Ability to Pay and Local Effort

Two additional factors will serve as measures of institutional need *if all other factors are equal in the review of a group of grant proposals*. Those are:

- The relative resources available to fund library services from local government or within an academic institution—that is, the per capita local tax base or the per FTE institutional resources will be used as a measure of its **ability to pay** for services locally.
- The relative **local effort** in supporting library services—that is, per capita support of a public library or, for academic libraries, the library operating expenditures as a percentage of the Educational and General Expenditures for the academic institution.

The data is from the following sources:

- For public libraries, the data is based on information compiled and analyzed by the Public School Forum of North Carolina in their publication *2002 North Carolina Local School Finance Study* (Public School Forum of North Carolina, 2002) and from *Statistics Report of North Carolina Public Libraries – July 1, 2000-June 30, 2001* (State Library of North Carolina, 2002).

- For community colleges, the average annual FTE is from the subtotal columns of Table 26 “Annualized Average Annual Full-Time Equivalent (FTE)” in the *2000-2001 Annual Statistical Report* (North Carolina Community College System, September 2001).
- For public and private colleges and universities, FTE data are those collected for IPEDS and NCHEDS with the following definition: *For institutions of higher education, enrollment of full-time students, plus the full-time equivalent of part-time students as reported by institutions. In the absence of an equivalent reported by an institution, the FTE enrollment is estimated by adding one-third of part-time enrollment to full-time enrollment. This data element includes only resident-credit enrollment in courses basic to or creditable to a bachelor's or higher degree.*
- For all the post-secondary institutions, the Education and General Expenditures and library operating expenditures are from unpublished data collected from each institution for the Integrated Postsecondary Education Data System (IPEDS). Library operating expenditures are from IPEDS data submitted by the institutions and published in the *Statistical Abstract of Higher Education in North Carolina 2001-02* (The University of North Carolina - General Administration, April 2002).

The State Library is aware that the data for the post-secondary institutions must be viewed in the broader context of institutional mission, degree programs, and other factors. The analysis of “Ability to Pay” and “Local Effort” indicators may include consultation with appropriate officials at The University of North Carolina, the North Carolina Community College System, and North Carolina Independent Colleges and Universities.

What is the review process?

- A library interested in applying for a Hispanic Services Grant must submit by November 22, 2002, a brief “Letter of Intent” which explains the project concept.
- State Library staff and the LSTA Advisory Committee review the Letters of Intent, and the LSTA Advisory Committee determines which libraries are authorized to submit a full application. Libraries are notified by December 20, 2002.
- Full grant applications must be received in the State Library’s Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. February 20, 2003 to be eligible for review.
- Only **complete** applications from eligible institutions (those authorized to submit a full application) will be reviewed.
- Eligible applications will be reviewed and evaluated by State Library staff and external reviewers according to the grant program criteria. The LSTA Advisory Committee will consider the applications in conjunction with reviewer evaluations and make recommendations to the State Librarian regarding funding.
- Since the LSTA Advisory Committee reviews all LSTA Project Grants and makes funding recommendations, no appeal is available.
- Announcement of funded applications will be posted to the State Library’s web site (at URL: <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>) by the June award announcement date.

- No project funds (grant or matching dollars) may be encumbered or expended until library representatives and the State Librarian sign the grant agreement.

How are grant payments made?

Grant funds are paid on a reimbursement basis. Libraries pay project expenses using local funds, and are then reimbursed for *actual* documented expenses up to the grant amount awarded.

Grant payments will only be made for expenses incurred after a library is awarded a grant and library representatives and the State Librarian have signed the grant agreement.

Grantees must submit requests for reimbursement once a quarter, at a minimum. Regular reimbursements ensure an even flow of grant payments. This process also assists the Department of Cultural Resources in managing its monthly allocations from the state.

By the postmark date of April 15, 2004, a minimum of seventy-five percent (75%) of the grant amount must be requested for reimbursement. Requests received by this date will be paid by June 30, 2004. At the same time grantees must also estimate the remaining grant expenses that will be claimed; these expenses will be paid after June 30.

July 15, 2004 is the final deadline for grant payment/reimbursement requests to be received or postmarked. The State Library will complete all payments by August 30, 2004.

The State Library understands that costs of computer equipment change rapidly. If the proposed equipment is purchased for less than the grant award amount, the library must obtain State Library approval to use the balance of the grant funds. The State Library does not guarantee approval for additional purchases in order that all grant funds can be used.

What reports must grantees make?

As part of the evaluation process for this grant program, all grant recipients must complete a report on the grant. It will be due to the State Library by September 30, 2004. The report will include a summary of project expenditures, and descriptions and measures to show the extent to which the project achieved its purposes and made a difference for the targeted users. The State Library will provide a form for the grant report.

What else do applicants need to know?

Because these grants are from federal funds (Library Services and Technology Act) administered through a state agency, all grantees must adhere to required federal and state provisions. (See **Grant Provisions**, page 12.) Please read these carefully.

Grant program timeline:

These are the deadlines that apply to 2003-2004 Hispanic Services Grants.

October 10, 2002	Letter of Intent (LOI) announcement for Project Grants; Guidelines and LOI application available at URL http://statelibrary.dcr.state.nc.us/lsta/lsta.htm
November 22, 2002	Letters of Intent due by 5:00 p.m. *
December 20, 2002	Notification of authorization to submit full application; full application form available at URL http://statelibrary.dcr.state.nc.us/lsta/lsta.htm
February 20, 2003	Applications due by 5:00 p.m. *
June 5, 2003	Announcement of funded projects
July 2003 – June 30, 2004	Grant project implementation period
October 15, 2003	Postmark deadline for first grant reimbursement request
January 15, 2004	Postmark deadline for second grant reimbursement request
April 15, 2004	Postmark deadline for third reimbursement request; a minimum of 75% of grant amount must be requested by this deadline. Also due: estimate of any grant balance that will be claimed after June 30.
June 30, 2004	Date by which all project funds must be spent
July 15, 2004	Final date to submit reimbursement request for balance of grant
August 30, 2004	State Library completes grant payments
September 30, 2004	Final report due to State Library

* Must be received in the State Library's Library Development Section Office, Room 210 Archives & State Library Building.

Instructions for preparing and collating your full application:

Your final application is one of many that reviewers will read. (Some State Library staff reviewers read over 200 applications.) Following these instructions will make it easier for reviewers to read and digest your proposal:

- Use an 11-point font size or greater and margins at least 1" on all sides. Concise wording is best.
- Repeat questions and question numbers from the application form, but do not repeat explanatory information.
- Copy your pages back-to-back on plain white paper.
- Use a header or footer, with a single page numbering system, throughout the whole document except for the initial signature page. Handwritten page numbers on attachments are acceptable.
- Any supplemental information or attachments should follow the completed application form.
- If you append any material not specifically requested in the application, be judicious in how much you include. Provide extracts of long documents. Reviewers can pay more careful attention to applications that are concise and supporting materials that are directly relevant.

Where do I apply?

Letter of Intent (LOI): Interested libraries must first submit a Letter of Intent to the address below. The Letter of Intent application form for 2003-2004 is available at URL: <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>. Send 20 copies of the LOI, including one with original signatures in blue ink. All Letters of Intent must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on November 22, 2002.

Full Application: Only LOI applicants that receive authorization from the State Library may submit a full application. Completed application forms should be sent to the address below. Send 26 copies of your full application, including one with original signatures in blue ink. All applications must be received in the State Library's Library Development Section Office (Room 210, Archives & State Library Building) by 5:00 p.m. on February 20, 2003.

Delivery by US Postal Service:	Delivery by commercial service (e.g. FedEx), or hand delivery: RECOMMENDED
LSTA Grant Applications	LSTA Grant Applications
Library Development Section	Library Development Section, Room 210
State Library of North Carolina	State Library of North Carolina
4640 Mail Service Center	Archives & State Library Building
Raleigh, NC 27699-4640	109 E. Jones Street
	Raleigh, NC 27601

Warning: To be considered, Letters of Intent and full applications must be received in the Library Development Office by 5:00 p.m. on the designated deadline date: November 22, 2002 for Letters of Intent, and February 20, 2003 for applications.

To assure on-time receipt by the State Library, applicants are strongly encouraged to use a commercial service and the Jones Street address. Packages sent via US Postal Service and Mail Service Center address (even Express Mail) frequently encounter delivery delays, and the US Postal Service does **not** deliver to the Jones Street address. Any application not received by the deadline will not be eligible for consideration.

For further information:

Questions about the LSTA Hispanic Services Grants should be directed to Penny Hornsby or Jeanne Crisp, State Library of North Carolina, Library Development Section; telephone: 919.733.2570; or e-mail: <[phornsby@library.dcr.state.nc.us](mailto:p hornsby@library.dcr.state.nc.us)> or <jcrisp@library.dcr.state.nc.us>.

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GRANT PROVISIONS

The following state and federal provisions apply to the LSTA grant program. Libraries awarded grants must agree to comply with these provisions.

1. Grant Agreement and Timing of Expenditures

Official notification of the grant award must be received from the State Library and a grant agreement (formal agreement between the grantee and the State Library) signed by both the representatives of the library and the State Librarian *before* any funds may be encumbered or expended for the project.

2. 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, underrecovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

3. Legal and Regulatory Compliance

Grantees must expend grant funds in accordance with all applicable local, state, and federal laws and regulations.

4. Budget Revisions and Programmatic Changes

Grantees must not deviate from the approved budget and plan for carrying out the grant project as contained in the approved grant application unless prior approval is obtained from the State Library.

5. Records Retention

Grantees must maintain adequate financial records to ensure complete reporting, and retain programmatic and financial records relating to the grant for a minimum of three years from the due date of the final grant report.

6. Free and Open Competition

Purchases made from grant funds must be carried out to ensure free and open competition to the extent possible. Libraries eligible to purchase under state contract may use this option for grant purchases.

7. Debarment & Suspension

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 activities (Debarment and Suspension Certification).

8. Equipment and Inventory

Equipment with unit price above \$500 purchased with grant funds must be labeled as purchased with LSTA funds and listed on biennial inventory reports requested by the State Library. If fair market value at the time of surplus or disposal exceeds \$5,000, disposal must be cleared with the State Library.

9. Publications and Presentations

Grantees are expected and encouraged to publicize projects in available and appropriate media outlets. Public relations releases concerning the project, or any publications or materials produced as a part of the grant project, must include the following statement: "This project is ____% supported with federal LSTA

funds made possible through a grant from the Institute of Museum and Library Services, administered by the State Library of North Carolina, a division of the Department of Cultural Resources." Copies of any publications or materials produced under the grant must be submitted to the State Library.

10. Lobbying

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.

11. Non-discrimination

All library services provided as a result of the federal 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.

12. Audit Requirements

Grant funds must be audited in compliance with state and federal audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations, and, as applicable, according to the standards of the Single Audit Act of 1984 as amended 1996.

SOURCE DOCUMENTS:

General Statute 143-6.1 and applicable prescribed requirements in the Office of the State Auditor's Audit Advisory #2 "Rewrite of G.S. 143-6.1 entitled "Nonprofits State Funds Accountability Act -- Reports on the Use of State Funds by Non-State Entities" including its attachments.

Office of Management and Budget (OMB), Circular A-87 Revised, ("Cost Principles for State, Local, and Indian Tribal Governments").

OMB Circular A-21, ("Cost Principles for Education Institutions").
OMB Circular A-122, ("Cost Principles for Non Profit Organizations").

Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Section 6101 of the Age Discrimination Act of 1975; The Americans With Disabilities Act of 1990; subject to certain exceptions, Title IX of the Education Amendments of 1972.

Code of Federal Regulations, 31 U.S.C. Section 1352 (certification regarding lobbying).

Code of Federal Regulations, 45 CFR Part 1183, ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments").

OMB Circular A-133 Revised, ("Audits of States, Local Governments, and Non-Profit Organizations").