

State Library of North Carolina

LSTA COMMUNITY-CENTERED OUTREACH SERVICES GRANTS 2004-2005 Information & Guidelines

1. What is this grant program and its purpose?

The Community-Centered Outreach Services Grants ("Outreach Grants") are intended to help librarians implement library services for communities of users who are currently unserved or underserved. Proposed services must be based on the results of needs assessment and planning efforts that involve the targeted audience. Grants may be single year or multiyear (up to three years) in length. (See Section 3 for details of multiyear grants.)

The Outreach Grants are an expansion of Library Services and Technology Act (LSTA) Hispanic Services Grants that have been available for several years.

If the target audience includes members of the Hispanic community, the applicant must follow guidelines that were developed for effective library services for Hispanic communities, including a needs assessment of the target audience, community involvement, access to appropriate resources, and staff development as well as the marketing and evaluation of services. The guidelines are in the document *Designing Library Services for Hispanic Communities* (<<http://statelibrary.dcr.state.nc.us/hispanic/index.htm>>).

For all other audiences, applicants will do well to observe some of the key principles in *Designing Library Services for Hispanic Communities*:

1. Determine the needs of the target community.
2. Involve the target community, and other agencies that serve them, in planning and decision-making efforts - and in the implementation if possible. Seek collaborative partners.
3. Understand resources that are needed to help provide service, and establish collection development policies and guidelines that will help ensure those resources.
4. Be creative in planning services. Stretch traditional ideas and seek innovative programs that will attract attention and encourage participation.
5. Offer services outside traditional confines of the library. Consider the schedules and life circumstances of the target audience and adapt services accordingly.
6. Incorporate successful programs and services into the library's "regular" services.
7. Invite members of the target audience to participate in the library's overall planning efforts, not just in efforts aimed at that audience.

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* (<<http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>>). It will also help achieve a priority of the federal LSTA program, which is to make library resources more accessible to urban, rural, or low-income persons, and others who have difficulty using library services.

2. What is appropriate - an Outreach Grant or a Project Planning Grant?

Libraries should evaluate their readiness to apply for an Outreach Grant by asking several questions:

- *Have we already established relationships with the community we wish to serve and with the organizations that represent them? Have we conducted a needs assessment to gather more*

information about our target audience 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 needs assessment and planning activities. Additional information 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?*

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

3. Multiyear grants

Multiyear grants are an option for the Community-Centered Outreach Services Grant Program. Applicants may submit requests for funding of up to three years to allow sufficient time to:

- develop a sustainable program or service;
- test a concept; or
- undertake a project that is too complex to complete in one year.

The initial approval of a multiyear project does not guarantee funding for future years, but it does assume the project will have priority over new proposals in subsequent years if:

- federal funds are available;
- the required match from local sources is available;
- the project is being implemented as proposed; and
- the project is being managed according to federal requirements and according to terms of the grant agreement.

Multiyear grants are intended to support implementation of a new project or service. LSTA Project Planning Grants are available to assist libraries if they have not completed a needs assessment and planning activities as well as partnership development activities.

In addition to the requirements for any grantee applying for a one-year grant, multiyear applicants must provide information about the final project outcomes, a multiyear action plan and budget for the full project. While evaluation and other factors may lead to changes over the three-year period, applicants must have plans with clear outcomes in order to qualify for initial funding. Modifications to the project during implementation may be allowed in subsequent years with approval of the State Library in consultation with the LSTA Advisory Committee and/or peer reviewers.

LSTA funds should be viewed as start-up money. Long-term funding for projects or services that are successful is a local responsibility. Applicants for a multiyear grant will be expected to provide a plan for sustainability of any new service or program if appropriate.

Complete guidelines for multiyear grants are available at
<<http://statelibrary.dcr.state.nc.us/lsta/multiyear.htm>>

4. 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 an Outreach Grant in the current round.

Step #1: Letter of Intent: A library interested in applying for this grant must submit a Letter of Intent (LOI) by November 21, 2003. The LOI will be used to determine whether the proposed project 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.

For multiyear projects, the Letter of Intent must identify the intention to apply as a multiyear grant. The LOI must identify activities that will occur over the life of the project and estimate a budget for the entire project.

Step #2: Full Grant Application: Those libraries that receive authorization based on their Letter of Intent are invited to submit a full application with a project plan and budget. Libraries will be notified December 19, 2003; applications will be due February 20, 2004. State Library staff, external reviewers, and the LSTA Advisory Committee will review the applications and make recommendations to the State Librarian regarding funding.

For multiyear grants, the full application will need to include an action plan and timeline for the full three years, including milestones or checkpoints to demonstrate progress for the full project; an estimated budget for all the years of the project; and a plan for long-term sustainability of the service or program.

5. 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); libraries serving the member institutions of North Carolina Independent Colleges and Universities; and public schools with a qualified school library media center. *Only libraries that submitted a Letter of Intent by November 21, 2003, and received authorization to submit a full application are eligible to apply for an Outreach Grant.*

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

Only one Outreach 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 Outreach Services projects or expansion of previous ones. If a library applies for a 2004-2005 multiyear project that includes significant components from previous single year projects, the applications must show evidence that the project will be sustainable beyond the life of the grant. Projects that have not received funding in the past may receive a higher priority in the first year of implementing multiyear projects.

6. What amount of funds may be requested?

The maximum grant request is \$50,000 unless the project is a collaborative effort of multiple eligible libraries, 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.

Applicants for multiyear grants are eligible to apply for up to the maximum amount of funds allowed annually for this grant program.

7. Are local matching funds required?

Yes. Outreach Grant budgets must include local matching funds.

- The local 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).
- The local contribution may be a combination of cash and library staff salary and benefits.
- Salary and benefits for staff who will work with the project may be used for up to 25% of the required local match. Applicants must indicate the role of staff member(s) with regard to the project and must provide hourly pay rate and benefits calculations information as well as the number of hours the staff will work on the project.
- All of the cash match must be 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.
- Cash matching funds must be spent for the same categories of allowable expenses as the grant funds. Exceptions may be allowed in instances where the expense is integral to implementation of the project, but the expense is not allowable with federal grant funds (e.g. entertainment/refreshment costs, paid advertisements). Contact State Library staff to discuss exceptions before submitting final application.
- Matching funds must be available at the time a funded library signs the grant agreement.
- Multiyear grant match requirements will be the same as for single year projects in the grant program and will remain the same for each project year. We recognize that a local commitment for future matching funds may not be possible; the intention to provide matching funds in years two and/or three will suffice in the first year of the application.

No expenditures of either grant or local matching funds may be made until lead library representatives and the State Librarian sign the grant agreement.

8. How may the project funds be used?

The project will provide funds for activities that implement library programs and services for the targeted 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.

Possible 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 an Outreach 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.

- *Salaries and Benefits.*
Allowable with grant funds: Wages and benefits for each staff to be employed for the project (*temporary only*). The budget narrative should explain the basis for determining the salary and benefits, with benefits shown separately from the salary. Fees and expenses for consultants should be included under Contractual Services.

Allowable as a local match: Up to 25% of the required local match can be met with staff salary and benefits, for staff that will work with the project. Applicants must indicate the role of staff member(s) with regard to the project, and provide hourly pay rate and benefits calculations information as well as the number of hours they will work on project.

- *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, 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.

Use of LSTA funds for certain allowable purchases may require public libraries or public elementary and secondary school libraries to comply with the federal Children's Internet Protection Act (CIPA).

These purchases include the following:

- Computers used to access the Internet.
- Other items and services associated with accessing the Internet, including hardware, software, peripherals, network components, and accompanying installation costs. Specific examples include servers; workstations and the components that comprise a workstation; hubs, routers, cabling, modems, and other components of the network infrastructure; operating system software; Internet service provider (ISP) charges; and installation charges.

Additional information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

Ineligible expenses:

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

9. 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, 2004. The proposal must provide convincing reasons to fund the proposed project. Proposals must clearly and explicitly cover the following factors and meet the following criteria, which will guide funding decisions among the eligible applications:

I. Quality of Needs Assessment

The project plan must be based on the results of a well-designed needs assessment that resulted in both qualitative (e.g., results of interviews, focus groups, and meetings with key groups) and quantitative data (numerical/statistical).

II. A Clear Understanding of the Target Community

The project must focus on developing library services and programs that are designed with a clear understanding of the needs of the target community. Reviewers will look for an understanding of the unserved or underserved target audience, including its demographics, barriers to library use, and active involvement of representatives of the target audience in developing the project plan.

Collaborative partnerships can help strengthen the project and build community support and involvement. While collaborative partnerships are not a prerequisite or requirement for this grant program, the applicant must demonstrate knowledge of other agencies that also provide services to the targeted audience and must show that the other agencies were, at minimum, consulted during the planning and grant writing stages of the project.

III. User-Centered Library Services and Programs

The project must focus on delivering library services and programs that are based on the needs of the target community. The library services and programs should be user-centered, not library-centered, that is, they should focus on the change that will occur **from the perspective of the target audience**, not the library staff.

IV. Local Commitment

Applicants must demonstrate a commitment by library leadership to the long-term development of services to the target audience and integration of those services into the overall program of the library.

For multiyear grants, applicants must include a plan for long-term sustainability of the service or program. Multiyear grants that include significant components from previously-funded single year projects will be held to a higher standard of sustainability.

V. Outlines a Clear, Well-Articulated Project Plan

The project plan will set the stage for successful project implementation and evaluation. See <<http://statelibrary.dcr.state.nc.us/lsta/projplanguide.htm>> for a full description of the qualities of such a plan. The following is a summary of the required elements:

A. A documented community need

See Criterion I above for more detail.

B. A clear goal

The grant application must contain a clear goal that is appropriate for the project. Indicate how community partners and/or representatives of the target audience were involved in development of the goal statement.

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.

D. A realistic, clear action plan

The Action Plan describes the specific activities that the library, with any partners, will undertake to achieve the defined outcome(s).

E. An effective evaluation

Congress and the federal government are requiring increased accountability for federal grant recipients. There is a strong emphasis on outcome-based evaluation of projects at both the local and state level. For this reason, the evaluation design and implementation must be based on more than numbers or outputs. Acceptable evaluations of outreach projects should clearly answer the question: What difference did the project make in the lives of the target audience?

VI. Ability to Pay and Local Effort

In awarding LSTA grants to North Carolina libraries, 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. They are:

- **Ability to pay:** 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, and
- **Local effort:** 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, or, for a school library, the per capita support or the library operating expenditures as a percentage of the general expenditure for the school.

The data used by State Library staff and reviewers to determine ability to pay and local effort is updated annually. Data for the current year is available at <http://statelibrary.dcr.state.nc.us/lsta/financialfactors0405.htm>.

10. What is the review process?

- A library interested in applying for an Outreach Grant must submit by November 21, 2003, 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 19, 2003.
- 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, 2004 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.

11. 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. This ensures 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, 2005 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, 2005. 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, 2005 is the final deadline for grant payment/reimbursement requests to be received or postmarked. The State Library will complete all payments by August 30, 2005.

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.

12. What reports must grantees make?

As part of the evaluation process for this grant program, all recipients of single year grants must complete a report on the grant. It will be due to the State Library by September 30, 2005. The report will include a summary of project expenditures, and descriptions and measures of the grant's impact on users. The library's application will identify the methods and measures for determining effectiveness of the project. The State Library will provide a form for the grant report.

Recipients of multiyear grants will have additional requirements, including quarterly reports and an overall report due at the end of the multiyear project. See <http://statelibrary.dcr.state.nc.us/lsta/multiyear.htm> for details.

13. What impact will CIPA have on LSTA grantees?

In Fall 2000, Congress passed the Children's Internet Protection Act (CIPA) establishing certain requirements that affect public and school libraries that use federal funds to support public access to the Internet. One result is that the State Library must assure the Federal Government that affected libraries have Internet safety policies in place and are using technology protection measures, e.g., filtering software technology. This requirement applies to public libraries and public elementary and secondary school libraries that receive LSTA funds to purchase computers for accessing the Internet or to pay for the direct costs of accessing the Internet.

Libraries that participate in the Universal Service (E-rate) program are also subject to CIPA compliance requirements, which are more stringent for the E-rate program than for LSTA. E-rate CIPA compliance requirements take priority over those for LSTA. This means that a public or school library that is already complying with CIPA under the provisions of the E-rate program does not have to take any further compliance action to be eligible for LSTA funds. For additional information on CIPA compliance for libraries subject to LSTA rules, please see <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

Every library that submits an application for funding to the State Library *must* include the appropriate CIPA certification documents as part of its application package. This applies to all grant applicants—no matter what type of library or what type of grant. This requirement is the result of guidance provided to state library agencies by the Institute of Museum and Library Services (IMLS), the federal agency that administers LSTA.

Additional information on CIPA, with guidelines and all required forms, is available at <http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>.

14. What else do applicants need to know?

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

15. Grant program timeline:

These are the deadlines that apply to 2004-2005 Community-Centered Outreach Services Grants.

October 10, 2003	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 21, 2003	Letters of Intent due by 5:00 p.m. *
December 19, 2003	Notification of authorization to submit full application; form for full application provided to approved applicants
February 20, 2004	Applications due by 5:00 p.m. *
June 9, 2004	Announcement of funded projects
July 2004 – June 30, 2005	Grant project implementation and expenditure period
October 15, 2004	Postmark deadline for first grant reimbursement request
January 15, 2005	Postmark deadline for second grant reimbursement request
April 15, 2005	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, 2005	Date by which all project funds must be spent
July 15, 2005	Final date to submit reimbursement request for balance of grant
August 30, 2005	State Library completes grant payments
September 30, 2005	Final report due to State Library

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

16. 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.

17. 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 2004-2005 is available at: <http://statelibrary.dcr.state.nc.us/lsta/lsta.htm>. Send 20 Letters of Intent: one with original signature in blue ink and 19 copies. 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 21, 2003.

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 applications—one with original signatures in blue ink and 25 copies, as well as one signed original of each document specified by the *CIPA Certification Guidelines for LSTA Grant Applicants* <<http://statelibrary.dcr.state.nc.us/lsta/cipa.htm>>. 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, 2004.

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 21, 2003 for Letters of Intent, and February 20, 2004 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.

18. For further information:

Questions about the LSTA Community-Centered Outreach Services Grants should be directed to State Library of North Carolina, Library Development Section:

Penny Hornsby: 919.807-7420; <phornsby@library.dcr.state.nc.us>

Jeanne Crisp: 919-807-7415; <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, under recovery 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. Publicizing & Acknowledging Funds

Grantees are required to acknowledge IMLS/LSTA when preparing publications and printing materials. They should also publicize grant-supported activities in available and appropriate media.

The following acknowledgement statement must be used when meeting these requirements: "This publication/activity/program/etc) was supported in whole or in part by the Institute of Museum and Library Services under the provisions of the federal Library Services and Technology Act as 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. Relevant legislation includes the following: 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.

12. Audit and Financial Reporting Requirements

LSTA grants 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. The following source documents outline the standards and requirements:

- 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-133 - Audits of States, Local Governments, and Non-Profit Organizations.

LEGAL REFERENCES:

- Nondiscrimination in Federally Assisted Programs – 45 CFR 1110
- Nondiscrimination on the Basis of Handicap in Federally Assisted Programs and Activities – 45 CFR 1170
- Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments – 45 CFR 1183
- Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants) – 45 CFR 1185
- OMB Circular A-102 – Grants and Cooperative Agreements with State and Local Governments
- OMB Circular A-110 – Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- OMB Circular A-87 - 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