

**Lee County Board Of County Commissioners
Agenda Item Summary**

Blue Sheet No. 20030584

1. REQUESTED MOTION:

ACTION REQUESTED:

Execute Florida Library Services and Technology Act grant agreement for "Summer Library Reading Partnership Pilot" in the amount of \$7,500; approve budget amendment resolution in the same amount. The grant will expire on September 1, 2003.

WHY ACTION IS NECESSARY:

Commission approval required to execute grant agreement; budget amendments must be adopted by resolution

WHAT ACTION ACCOMPLISHES:

Executes the grant agreement, accepts \$7,500 as unanticipated revenue and designates grant expenditures.

2. DEPARTMENTAL CATEGORY:

COMMISSION DISTRICT #:

C6E

3. MEETING DATE:

06-03-2003

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE *AC-3-17*
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER _____
- B. DEPARTMENT _____
- C. DIVISION *Cynthia N Cobb*
- BY: _____

7. BACKGROUND:

A pilot project to expand opportunities for children to improve their reading skills over the summer. Initiated in April 2003, in support of Governor Bush's Read to Learn Initiative, this project provides an excellent opportunity to enrich children's summer learning experiences; to benefit children's school achievement; and to create and encourage lifelong readers. It will also enhance the public library's partnerships with local schools and community volunteers. Third grade students who are being retained are targeted for participation in the project.

Funds will be available in grant account 12072314807.334710.9001
There is no match requirement.

Attachments:

- (1) Grant Agreement (2 copies)
- (2) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions
- (3) Budget Amendment Resolution
- (4) Participant Information
- (5) Overview
- (6) Notification of Grant Award
- (7) LSTA Grant Information

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resources	D Other	E County Attorney	F Budget Services				G County Manager
<i>Cynthia N Cobb</i> <i>5/14/03</i>	<i>[Signature]</i> <i>5/14</i>	<i>N/A</i>		<i>[Signature]</i> <i>5/14/03</i>	<i>OA</i> <i>5/15/03</i>	<i>OM</i> <i>5/15/03</i>	<i>Risk</i> <i>5/15/03</i>	<i>GC</i> <i>5/14/03</i>	<i>[Signature]</i> <i>5-13-03</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

Lee County CoAtty
 Date: *5/14/03*
7:10 pm
 Forwarded to:
 City Admin
 5-14-03 2:00

RECEIVED BY COUNTY ADMIN. TD
5-14-03
2:03
 COUNTY ADMIN.
 REWARDED TO: *HS*
2/15/03

RESOLUTION

Amending the Budget of the Library Fund # 14807, Summer Library Reading Partnership Pilot Grant to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2002-2003.

WHEREAS, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to establish the Summer Library Reading Partnership Pilot Grant Library Fund #14807 budget for \$7,500 of the unanticipated revenue from grant proceeds and an appropriation of a like amount for grant related promotional expenses and;

WHEREAS, the Summer Library Reading Partnership Pilot Grant, Library Fund #14807 budget shall be amended to include the following amounts which were previously not included.

ESTIMATED REVENUES

Prior Total:	\$0
Additions	
12072314807.334710.9001 Summer Library Reading Partnership Pilot	\$7,500
	\$7,500
Amended Total Estimated Revenues	\$7,500

APPROPRIATIONS

Prior Total:	\$0
Additions	\$7,500
12072314807.504810 Promotional Expense	
Amended Total Appropriations	\$7,500

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Lee County, Florida, that the Summer Library Reading Partnership Pilot Grant, Library Fund 14807 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this ____ day of _____, 2003.

ATTEST:
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS
LEE COUNTY, FLORIDA

BY: _____
DEPUTY CLERK

CHAIRMAN

APPROVED AS TO FORM

OFFICE OF COUNTY ATTORNEY

DOC TYPE YA
LEDGER TYPE BA

FORWARD WITH AGREEMENT AND BLUE SHEET

ALL INFORMATION IS REQUIRED - DO NOT LEAVE ANY BLANKS - USE N/A WHEN NOT APPLICABLE

GRANT AT A GLANCE

GRANT AWARD INFORMATION

- 1. County Grant ID (project #): 0723
- 2. Title of Grant: Summer Library Reading Partnership Pilot
- 3. Amount of Award: \$7,500.00
- 4. Amount of Match Required: \$0.00
- 5. Type of Match: n/a
(cash, in-kind etc)

6. SOURCE OF GRANT FUNDS & CATALOG NUMBER:

FEDERAL <input checked="" type="checkbox"/> CFDA #45.310	STATE <input type="checkbox"/> CSFA #
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7. Agency Contract Number: 02-LSTA-D10-G

8. Contract Period:	Begin Date:	End Date: 9/1/03
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9. Name of Subrecipient(s) n/a
n/a

10. Business Unit(s): 12072314807

11. Scope of Grant: (describe project). Lee County Fl has approximately 700 third grade students being retained. At least six schools will be offering a month of special reading classes to bring their scores up to grade level. Partnering with the School District of Lee County, the Lee County Library System will provide incentives including books, customized bookmarks, and other items based on Accelerated Reader score improvement for participating students. LCLS Librarians will be available for visits to program locations. We will utilize our FLYP materials and supplies to further encourage reluctant readers. Certificates of participation and achievement will be provided for students enrolled in the school district's program by the LCLS.

12. Has this Grant been Funded Before? YES NO If YES When?

13. Is Grant Funding Anticipated in Subsequent Years? YES NO

14. If Grant Funding Ends Will This Program Be Continued at County Expense? YES NO
If YES What is the Lee County Budget Impact:

1st Year	2 nd Year	3 rd Year
4 th Year	5 th Year	

Check Box if Additional Information on Program and Budget Impact is provided in *Comment Section* on page 2

ADMINISTERING DEPARTMENT INFORMATION

- 1. Department: Library
- 2. Contacts:

Program Mgr. Lynn Carpenter	Phone #: 461-2911
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GRANTOR AGENCY INFORMATION

(The agency you signed this agreement with)

1. **Grantor Agency:** Florida Department of State
2. **Program Title/Division:** Division of Library
3. **Agency Contact:** Amy Johnson
4. **Phone Number:** 850-245-6622
5. **Mailing Address:** State and Federal Grants Office; Division of Library and Information Services of Florida
500 South Bronough St ; Tallahassee, FL 32399-0250

SOURCE OF FUNDS

1. **Original Funding**
Source: Library Services and Technology Act of 1996; Institute of Museum and Library Services
(name of agency where funding originated from)
 2. **Pass Through Agency:** Florida Department of State; Division of Library and Information Services
(middleman if any? Example: federal \$\$ from US DOT given to STATE of FL DOT--then from STATE DOT to Lee County DOT --- STATE of FL DOT is the pass-through agency).
 3. **Additional Information for Other Agencies Involved:**
N/a
- 3a. **Is the County a Grantee or Subrecipient in #3 above:** n/a

REPORTING REQUIREMENTS

1. **Does this grant require a separate subfund?** YES NO
(Example: you need to return interest earnings)

Please Explain: Interest earnings must be returned to the State

2. **Is funding received in advance?** YES NO
(If YES, please indicate conditions for returning residual proceeds, or interest and the address to return it to, if different from the Grantor Agency Information)

Interest earnings must be returned to the State; Agreement does not mention returning residual proceeds.

COMMENTS--INSTRUCTIONS:

N/a

**Florida Department Of State, Division of Library And Information Services
LIBRARY SERVICES AND TECHNOLOGY ACT
GRANT AGREEMENT**

AGREEMENT executed and entered into _____,

BETWEEN the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the DIVISION, and the

SUBGRANTEE: Lee County Board of County Commissioners for and on behalf of Lee County Library System

the PROJECT: Summer Library Reading Partnership Pilot

the GRANT AMOUNT: Seven thousand five hundred dollars (\$7,500)

released in one advance payment as determined by the Division after consultation with the SUBGRANTEE.

The funds shall be expended on or before September 1, 2003.

Unless there is a change of address, any notice required by this agreement shall be delivered to the DIVISION, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State, and to the Lee County Library System, 2345 Union Street, Fort Myers, FL, 33901, for the SUBGRANTEE. In the event of a change of address it is the obligation of the moving party to notify the other party in writing of the change of address.

The DIVISION, as administrator of federal funds authorized under Section 257.12, *Florida Statutes*, is desirous of providing a grant. Federal funds are provided through the Library Services and Technology Act of 1996 under Florida's long range plan approved by the Institute of Museum and Library Services. The SUBGRANTEE agrees to meet all state requirements and requirements of the Library Services and Technology Act, hereinafter referred to as LSTA.

The parties agree as follows:

- I. The SUBGRANTEE agrees to:
 - a. Administer all funds granted to it by the DIVISION to carry out the project as described in the project proposal and revisions submitted to and approved by the DIVISION. The project proposal and revisions are incorporated by reference.
 - b. Provide the DIVISION with statistical, narrative, financial and other evaluative reports as requested.
 - c. Retain and make available to the DIVISION, upon request, all financial and programmatic records, supporting documents, statistical records, and other records for the project.
 - d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
 - e. Pay out all project funds on or before the project ending date.
 - f. Use and maintain adequate fiscal authority, control, and accounting procedures that will assure proper disbursement of, and accounting for federal project funds.
 - g. Perform all acts in connection with this agreement in strict conformity with all applicable State and Federal laws and regulations.
 - h. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or

marital status. The SUBGRANTEE shall insert a similar provision in all subcontracts for services by this agreement.

- i. Expend all grant funds received under this Agreement solely for the purposes of the project. These funds will not be used for lobbying the legislature, the judicial branch, or any state agency. Repay to the DIVISION any and all funds not thus expended.
- j. Have an audit of financial operations performed in accordance with the Single Audit Act of 1984 (31 U.S.C. 7501-7) and 45 CFR 1183.26.
 1. In the event the SUBGRANTEE expends \$300,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. The Notification of Grant Award indicates the Federal funds awarded through the Department of State by this agreement. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards, including Federal funds received from the Department of State. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions OMB Circular A-133, as revised will meet the requirements of this part.
 2. In connection with the audit requirements addressed in paragraph j.1., the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.
 3. If the recipient expends less than \$300,000 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, is not required. In the event that the recipient expends less than \$300,000 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of OMB Circular A-133, as revised, the cost of the audit must be paid from non-Federal funds (i.e., the cost of such an audit must be paid from recipient funds obtained from other than Federal entities).

II. The DIVISION agrees to:

- a. Provide a grant in accordance with the terms of this agreement in the amount and frequency as stated above in consideration of the SUBGRANTEE's performance hereinunder, and contingent upon funding by the Institute of Museum and Library Services. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. In the event that the state or federal funds on which this agreement is dependent are withdrawn, this agreement is terminated and the state has no further liability to the SUBGRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
- b. Provide professional advice and assistance to the SUBGRANTEE as needed, in implementing and evaluating the project.
- c. Review the project during the grant period to assure that adequate progress is being made toward achieving the project objectives.

III. The SUBGRANTEE and the DIVISION mutually agree that:

- a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
- b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
- c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
- d. No delay or omission to exercise any right, power or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
- e. This agreement shall be terminated by the DIVISION because of failure of the SUBGRANTEE to fulfill its obligations under the agreement in a timely and satisfactory manner unless the SUBGRANTEE

- demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by the SUBGRANTEE shall be determined by the DIVISION based on the terms and conditions imposed on the SUBGRANTEE in this agreement and compliance with the program guidelines. The DIVISION shall provide SUBGRANTEE a written notice of default letter. SUBGRANTEE shall have 15 calendar days to cure the default. If the default is not cured by the SUBGRANTEE within the stated period, the DIVISION shall terminate this agreement, unless the SUBGRANTEE demonstrates good cause as to why it cannot cure the default within the prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the SUBGRANTEE's control. In the event of termination of this agreement, the SUBGRANTEE will be compensated for any work satisfactorily completed prior to the notification of termination.
- f. The Division shall unilaterally cancel this agreement if the SUBGRANTEE refuses to allow public access to all documents or other materials subject to the provisions of chapter 119, *Florida Statutes*.
 - g. Surplus funds must be temporarily invested and the interest earned on such investments shall be returned to the State quarterly.
 - h. Bills for services or expenses shall be maintained in detail sufficient for proper preaudit and postaudit.
 - i. Any travel expenses must be maintained according to the provisions of Section 112.061, *Florida Statutes*.
 - j. The DIVISION shall not be liable to pay attorney fees, interest, late charges and service fees, or cost of collection related to the grant.
 - k. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the SUBGRANTEE, its agents, servants or employees; nor shall the SUBGRANTEE exclude liability for its own acts, omissions to act or negligence to the DIVISION. In addition, the SUBGRANTEE hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the SUBGRANTEE.
 - l. The SUBGRANTEE, other than a SUBGRANTEE which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
 - m. The SUBGRANTEE shall be responsible for all work performed and all expenses incurred in connection with the Project. The SUBGRANTEE may subcontract as necessary to perform the services set forth in this agreement, including entering into subcontracts with vendors for services and commodities, PROVIDED THAT such subcontract has been approved by the DIVISION prior to its execution, and PROVIDED THAT it is understood by the SUBGRANTEE that the DIVISION shall not be liable to the Subcontractor for any expenses or liabilities incurred under the subcontract and that the SUBGRANTEE shall be solely liable to the Subcontractor for all expenses and liabilities incurred under the subcontract.
 - n. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
 - o. The SUBGRANTEE, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, SUBGRANTEE is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. SUBGRANTEE agrees to take such steps as may be necessary to ensure that each subcontractor of the SUBGRANTEE will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
 - p. The SUBGRANTEE shall not assign, sublicense or otherwise transfer its rights, duties, or obligations under this agreement without prior written consent of the Department, which consent shall not be unreasonably withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the Department approves a transfer of the SUBGRANTEE's obligations, the SUBGRANTEE remains responsible for all work performed and all expenses incurred in connection with the agreement. In the event the Legislature transfers the rights, duties, and obligations of the Department to another government entity pursuant to section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
 - q. This agreement shall bind the successors, assigns and legal representatives of the SUBGRANTEE and of any legal entity that succeeds to the obligation of the DIVISION.

- r. When publications, films or similar materials are developed, directly or indirectly, from a program, project, or activity supported with grant funds, any copyright resulting therefrom shall be held by the Department of State. The author may arrange for copyright of such materials only after approval from the DIVISION. Any copyright arranged for by the author shall include acknowledgment of grant assistance. As a condition of grant assistance, the SUBGRANTEE agrees to, and awards to the Department and to its officers, agents, and employees acting within the scope of their official duties, and if applicable, the Federal Government, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.
- s. No costs incurred before the date of this Agreement shall be eligible as project expenditures. No costs incurred after the completion date or other termination of the Agreement shall be eligible as project expenditures unless specifically authorized by the DIVISION.

IV. The term of this agreement will commence on the date of execution of the agreement. If the SUBGRANTEE award period is extended beyond the original Agreement period, the final report will cover the entire grant period of project activities and is due within thirty days after the end of the extended grant period.

V. Any modifications or attachments to this Agreement are enumerated below.

THE SUBGRANTEE

THE DIVISION

Signature of Authorized Official

Judith A. Ring, Director
Division of Library and Information Services
Department of State, State of Florida

Typed Name and Title of Authorized Official

Witness

Witness

Witness

Witness

7/13/00

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

**Division of Library and Information Services
Summer Library Reading Partnership Pilot
Participant Information**

Please submit by May 15, 2003

Library: Lee County Library System

Project Manager Name: Lynn Carpenter

Address: 2345 Union Street, Ft. Myers, FL 33901

Phone: 239-461-2911 **Email:** lcarpent@leegov.com

Project Action Plan – description of project activities (use additional space if needed)

Lee County, FL has approximately 700 third grade students being retained. At least six schools will be offering a month of special reading classes to bring their scores up to grade level. Partnering with the School District of Lee County, the Lee County Library System will provide incentives including books, customized bookmarks, and other items based on Accelerated Reader score improvement. LCLS librarians at various branches will be available for visits to program locations. We will utilize our FLYP materials and supplies to further encourage reluctant readers. Certificates of participation and achievement will be provided for students enrolled in the school district's program by the Lee County Library System.

Budget – breakdown of how money will be spent in salaries, contractual services, library materials, supplies, travel, equipment, other (use additional space if needed)

\$4,000 – Books as incentives

\$1,000 - Bookmarks We will utilize our FLYP materials and supplies to further encourage reluctant readers.

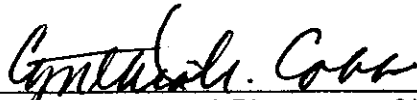
\$30.00 – Rubber stamp with LSTA credit statement

\$100 – Star Student Seals

\$170 – Classroom Certificates

\$2,200 – Additional incentives

\$7,500 - Total



Typed Name and Signature of Library Director
Cynthia N. Cobb

5/9/03

Date

Summer Library Reading Partnership Pilot Overview

Division of Library and Information Services

April 21, 2003

Project Purpose

A pilot project to expand opportunities for children to improve their reading skills over the summer. Initiated in April 2003, in support of Governor Bush's Read to Learn Initiative, this project provides an excellent opportunity to enrich children's summer learning experiences; to benefit children's school achievement; and to create and encourage lifelong readers. It will also enhance the public library's partnerships with local schools and community volunteers.

Third grade students who are being retained in grade are targeted for participation in the project. If successful, the project will expand in 2004.

Project Activities

- *Project activities centered around the summer youth projects and mentoring activities will be developed and implemented in local communities based on each unique needs and resources within the community. Examples could include but are not limited to the following:*
 - Outreach to day camps or organizations
 - Teen mentors/volunteers coordinated by the library to compliment the structured projects
 - Developing deposit collections for organizations offering Governor's summer reading camps
 - Reading motivation projects that target children being retained in 3rd grade
 - Books for use as reading incentives and rewards
 - Projects for parents to involve them in their child's education
 - Collection development to include books, phonics based materials, and instructional and enrichment materials recommended by the local educational agency
 - Outreach projects to agencies working with the target population
 - Materials and supplies to be able to implement this project.
- One time Library Services and Technology Act grants will be provided to participating public library administrative units on a sliding scale from \$2,500 - \$10,000 based on population of the library service area. The grants will be provided to public libraries to support their role in participating in the project. No matching funds will be required for this pilot project.
- Development of a relationship or contact with the local school district is encouraged to help ensure that activities are directed to the students most in need of the services provided through this project.
- Activities will take place during the traditional summer vacation months of May through August 2003.
- A minimal amount of data collection will be required. The Division will provide more details on the evaluation requirements after receiving applications from each organization.

**LIBRARY SERVICES AND TECHNOLOGY ACT
NOTIFICATION OF GRANT AWARD
Federal Fiscal Year 2002-2003**


Recipient:
Lee County Library System
2345 Union Street
Fort Myers, FL 33901
Cynthia Cobb, Director

Project Start Date: Upon execution of grant agreement
Project End Date: September 1, 2003

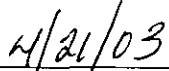
<u>PROJECT</u>	<u>PROJECT #</u>	<u>CFDA #</u>	<u>AWARD</u>
Summer Library Reading Partnership Pilot	02-LSTA-D-10-G	45.310	\$7,500

TERMS AND CONDITIONS:

- Submit the completed Summer Library Reading Partnership Pilot Participant Information form by May 15.
- Complete the Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form and submit prior to or along with the grant agreement.



Judith Ring
State Librarian



Date

**Florida Department of State
Division of Library and Information Services**

LSTA GRANT INFORMATION

GET YOUR PROJECT STARTED

Sign the Grant Agreement. The grant agreement must be signed by your governing agency and the Division of Library and Information Services before you can obligate or spend grant or local matching funds. You have received two copies of the agreement for each project:

- ❑ Get the original signature of an authorized official on each copy.
- ❑ Get original signatures of two witnesses to the signature of the authorized official on each copy. **Do not insert a date on the copies.** The date will be added at the Division of Library and Information Services.
- ❑ Return both copies of the agreement to the State and Federal Grants Office. One copy of the agreement with original signatures will be returned to you after it has been dated and signed.

Complete the Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form, if applicable. This form must be signed by the organization's governing agency before the grant agreement is signed by the Division of Library and Information Services. If this form is required, a blank form is enclosed with this packet.

Submission of forms. The additional information, and the Certification regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions form (if applicable) may be submitted before or along with the grant agreements.

OTHER IMPORTANT INFORMATION

Projects Start on the Date the Grant Agreement is Executed. Projects end September 1, 2003. All grant funds must be paid out by this date.

Annual Report. This report is due by October 1, 2003. The report should give a report of outputs and other required elements that will be provided by the Division at a later date.

Grant Award Notification. Grant award information should be kept in your official project files. This information is provided in the letter from the State Librarian and on the Notification of Grant Award.

Interest Earned on Grant Funds must be returned to the state. Make checks payable to the Florida Department of State. Mail them to the Division of Library and Information Services, State and Federal Grants Office.

Audits must be performed in accordance with the federal Single Audit Act of 1984 (31 U.S.C. 7501-7 and 45 CFR 1183.26) and submitted to the State and Federal Grants Office.

Giving Credit to LSTA. Public acknowledgement of LSTA funding is required for the activities and publications supported by the funds. Any publications, brochures, videos, etc. created during an LSTA project must include acknowledgment that LSTA funds were used. For more information or specific wording of the public acknowledgement see the *Field Guide for Administering Library Services and Technology Act Grants* on the web at <http://www.dos.state.fl.us/dlis/bld/grants/LSTA/Manual/manual.html>

Project administration manual. This manual was developed by the Division as a tool to assist libraries in administering Library Services and Technology Act grants. It contains the forms, regulations, laws and general information related to grant administration and implementation once a grant award has been received by an organization. The *Field Guide for Administering Library Services and Technology Act Grants* is available on the web at <http://www.dos.state.fl.us/dlis/bld/grants/LSTA/Manual/manual.html>

Questions? Need more information? Contact the State and Federal Grants Office, Division of Library and Information Services of Florida, 500 South Bronough Street, Tallahassee, FL 32399-0250 at (850) 245-6622, SUNCOM 205-6622, fax (850) 488-2746; or e-mail aljohnson@mail.dos.state.fl.us.