



BOARD OF SUPERVISORS AGENDA ITEM REPORT  
AWARDS / CONTRACTS / GRANTS

Award  Contract  Grant

Requested Board Meeting Date: February 7, 2023

\* = Mandatory, information must be provided

or Procurement Director Award:

**\*Contractor/Vendor Name/Grantor (DBA):**

Grantor - Institute of Museum and Library Services -- Library Services and Technology Act funding passed through the Arizona State Library

**\*Project Title/Description:**

Writers in Residence in Libraries

**\*Purpose:**

The Writers in Residence in Libraries (WIRLs) mini-grant program will provide funding for two (2) Writer's residencies, each for a three- month period, one to begin in February and the other in May. Writers are asked to spend assigned time with library customers through consultations, workshops and other educational opportunities. Pima County Public Library (PCPL) will host the Writers in Residence at Libraries project for the eighth year in 2023.

**\*Procurement Method:**

Not applicable to grant awards.

**\*Program Goals/Predicted Outcomes:**

PCPL's WIRLs program will support creative writing, and will inspire connection and mentoring around the writing process.

**\*Public Benefit:**

Community members will benefit as writers-in-residence create spaces for them to connect as collaborators, creators and mentors. Writers-in-residence will offer writing education and access to learning through workshops, informal groups, special writing projects, and individualized consultation(s).

**\*Metrics Available to Measure Performance:**

Participating libraries are asked to measure outcomes and impact through participant surveys and attendance metrics. Surveys will focus on program improvement and how the program can expand through staff and writer engagement.

**\*Retroactive:**

Yes. Award notification was sent December 9, 2022 with grant period of performance beginning on that date. Award was reviewed and signed by PCPL on January 3, 2023, and approved by Grants Management and Innovation on January 6. If this award is not approved, community members will be unable to consult with, or attend workshops with Writers in Residence at the PCPL in 2023.

*GMI Approves  
AF 1/6/23*

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (\*) fields

Contract / Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Commencement Date: Termination Date: Prior Contract Number (Synergen/CMS):
Expense Amount \$ Revenue Amount: \$

\*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %
Contract is fully or partially funded with Federal Funds? Yes No
If Yes, is the Contract to a vendor or subrecipient?
Were insurance or indemnity clauses modified? Yes No
If Yes, attach Risk's approval.
Vendor is using a Social Security Number? Yes No
If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: Department Code: Contract Number (i.e., 15-123):
Amendment No.: AMS Version No.:
Commencement Date: New Termination Date:
Prior Contract No. (Synergen/CMS):
Expense Revenue Increase Decrease
Amount This Amendment: \$

Is there revenue included? Yes No If Yes \$

\*Funding Source(s) required:

Funding from General Fund? Yes No If Yes \$ %

Grant/Amendment Information (for grants acceptance and awards)

Award Amendment

Document Type: GTAW Department Code: LIB Grant Number (i.e., 15-123): 23-086
Commencement Date: December 9, 2022 Termination Date: July 31, 2023 Amendment Number:
Match Amount: \$ Revenue Amount: \$ 4800.00

\*All Funding Source(s) required: Library Services and Technology Act Mini-Grant designated for Writers In Residence from the AZ State Library

\*Match funding from General Fund? Yes No If Yes \$ %

\*Match funding from other sources? Yes No If Yes \$ %

\*Funding Source:

\*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?
This is federal funding passed through the Arizona State Library.

Contact: Beth Matthias-Loghry (beth.matthias-loghry@pima.gov)

Department: Library

Telephone: 520-594-5613

Department Director Signature: [Signature]

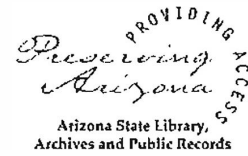
Date: 1/3/23

Deputy County Administrator Signature: [Signature]

Date: 11 Jan 2023

County Administrator Signature: [Signature]

Date: 1/17/2023



### Award Notification for LSTA Subgrants

<b>Library:</b> Pima County Public Library	<b>State Project Number:</b> 2022-0271-03
<b>Project Name:</b> Writers in Residence in libraries	<b>Project Manager:</b> Beth Matthias-Loghry
<b>Assistance Listing (CFDA) Number:</b> 45.310	<b>Amount Awarded:</b> \$4,800.00
<b>UEI:</b> E2Y8LRS18AU3	<b>Indirect Cost Rate:</b> 0
<b>Period of Performance:</b> December 9, 2022 to July 31, 2023	<b>Final Report Due:</b> August 31, 2023
<b>State Library Contact:</b> Donna Throckmorton, Library Services Consultant	<b>Email:</b> <a href="mailto:dtrockmorton@azlibrary.gov">dtrockmorton@azlibrary.gov</a>

**Enclosures:**

- General Assurances and Certifications
- Internet Safety Certification
- Non-Construction Assurances
- Request for Payment Form
- Writers in Residence Logs and Survey Forms

*Holly Henley*

Holly Henley, State Librarian & Director

*12/7/2022*

Date



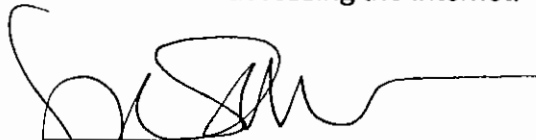
**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES,  
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH  
PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library is (check only **one** of the following boxes)

A.  CIPA Compliant (The applicant library has complied with the requirements of 20 U.S.C. § 9134(f).)

**OR**

B.  The CIPA requirements do not apply because no funds made available under the LSTA Grants to States program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

  
\_\_\_\_\_  
Signature of Authorized Representative

**Michelle Simon**

\_\_\_\_\_  
Printed Name of Authorized Representative

**Deputy Director, Support Services**

\_\_\_\_\_  
Title of Authorized Representative

**1/3/23**  
\_\_\_\_\_  
Date

**Pima County Public Library**

\_\_\_\_\_  
Name of Applicant Library/Program

**ASSURANCES - NON-CONSTRUCTION PROGRAMS**

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

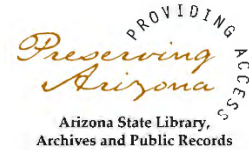
As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.



9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED



## **Assurances and Certifications for Writers in Residence LSTA Subgrant Award**

### **1. Nondiscrimination**

The applicant shall comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003);
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*, including § 794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R. part 1170 in determining compliance with Section 504 as it applies to recipients of federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs;
- d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age; and
- e) The requirements of any other nondiscrimination statute(s) which may apply to the application.

### **2. Debarment and Suspension**

The applicant will comply with 2 C.F.R. part 3185 and 2 C.F.R. part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- a) are presently excluded or disqualified;
- b) have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- d) have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The applicant is required to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

### **3. Federal Debt Status**

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt, including but not limited to unpaid federal tax liability.

### **4. Drug-Free Workplace**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant must comply with drug-free workplace requirements in Subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of Sections 5152-6158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applicant keeps on file in its offices) all known workplaces under Federal awards.

### **5. Trafficking in Persons**

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in Appendix A.

### **6. Prohibitions Against Lobby, Publicity and Propaganda**

In accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.



## **7. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. §1352)**

The authorized representative certifies, to the best of his or her knowledge and belief, that:

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **8. Acknowledgement of IMLS Support**

All materials publicizing or resulting from grant activities must contain an acknowledgement of IMLS support, unless IMLS advises otherwise. This includes invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and websites, social media, PowerPoint presentations, and e-mail announcements. (See Grantee Communications Kit, available at [www.imls.gov](http://www.imls.gov), for specific guidance).

The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (see Grantee Communications Kit, available at [www.imls.gov](http://www.imls.gov)) displayed in accordance with the Logo Standards Guide;
- Online products, digital publications, and websites should include links to the IMLS website, [www.imls.gov](http://www.imls.gov);
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, article, catalogue, or other publication, video documentary, or online exhibition or website, the acknowledgement must also include the following statement:

"The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) (article) do not necessarily represent those of the Institute of Museum and Library Services."

If you have any question about whether your product requires this statement, contact the IMLS Office of Communications.

**9. Acknowledgement of Federal Support**

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving IMLS appropriated funding, including but not limited to State and

local governments and recipients of Federal research grants, shall clearly state:

- a) The percentage of the total costs of the program or project which will be financed with Federal money;
- b) The dollar amount of Federal funds for the project or program; and
- c) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

**10. General Certification**

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

These assurances and certifications are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the U.S. shall have the right to seek judicial enforcement of this Statement of Program Assurances and Certifications. These assurances and certifications are binding on the applicant, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

The undersigned further provides assurances that it will include, as applicable, the language of the assurances and certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and certifications.

\_\_\_\_\_  
Signature of Authorized Certifying Official

\_\_\_\_\_  
Library Name

\_\_\_\_\_  
Print Name and Title of Authorized Certifying Official

\_\_\_\_\_  
Date

## **Appendix A Trafficking in Persons**

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency under which funds are to be provided to a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, or take other authorized actions, if the grantee or any subgrantee, or the contractor or any subcontractor, engages in, or uses labor recruiters, brokers, or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance trafficking in persons. 2 C.F.R. part 175 requires IMLS to include the following award term, which is made a part of these General Terms and Conditions:

- a. Provisions applicable to a recipient that is a private entity.
  1. The applicant, as the recipient, its employees, subrecipients under this award, and subrecipients' employees may not—
    - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
    - ii. Procure a commercial sex act during the period of time that the award is in effect; or
    - iii. Use forced labor in the performance of the award or subawards under the award.
  2. IMLS as the Federal awarding agency may unilaterally terminate this award, without penalty, if the applicant or a subrecipient that is a private entity —
    - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
    - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
      - A. Associated with performance under this award; or
      - B. Imputed to the applicant or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. Chapter XXXI, part 3185.
- b. Provision applicable to a recipient other than a private entity.

IMLS as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
  2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
    - i. Associated with performance under this award; or
    - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.
- c. Provisions applicable to any recipient.
1. The applicant must inform IMLS immediately of any information the applicant receives from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
  2. IMLS’s right to terminate unilaterally that is described in paragraph a.2 or b of this section:
    - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. §7104(g)), and
    - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
  3. The applicant must include the requirements of paragraph a.1 of this award term in any subaward the applicant makes to a private entity.
- d. Definitions. For purposes of this award term:
1. “Employee” means either:
    - i. An individual employed by the applicant or a subrecipient who is engaged in the performance of the project or program under this award; or
    - ii. Another person engaged in the performance of the project or program under this award and not compensated by the applicant including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
  - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. § 175.25.
  - ii. Includes:
    - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R. § 175.25(b).
    - B. A for-profit organization.
  - iii. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

## WRITERS IN RESIDENCE REQUEST FOR PAYMENT FORM

Library Name: \_\_\_\_\_

State Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Payable To: \_\_\_\_\_

The undersigned acknowledges receipt of and agreement with the terms of the LSTA award documents, and hereby requests funds to execute the project named above.

\_\_\_\_\_  
**Signature**

(Click [here](#) if you need instructions for signing this form electronically)

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

Refer to award notification for CFDA and other grant information. Email completed form to Janet "Jaime" Ball at [libgrants@azlibrary.gov](mailto:libgrants@azlibrary.gov).



## Quick Survey about the Program

Thank you for participating in this program. Please provide your feedback by completing the following questions.

### 1. I learned something by participating in this library activity.

Strongly Agree

Agree

Neither Disagree or Agree

Disagree

Strongly Disagree

(Optional) Comments

### 2. I am confident about using what I have learned.

Strongly Agree

Agree

Neither Disagree or Agree

Disagree

Strongly Disagree

(Optional) Comments

### 3. I am likely to apply what I have learned.

Strongly Agree

Agree

Neither Disagree or Agree

Disagree

Strongly Disagree

(Optional) Comments

**4. I am more likely to participate in a similar library activity.**

Strongly Agree

Agree

Neither Disagree or Agree

Disagree

Strongly Disagree

(Optional) Comments

**5. I am more likely to use other library services and resources.**

Strongly Agree

Agree

Neither Disagree or Agree

Disagree

Strongly Disagree

(Optional) Comments

Additional optional questions, such as:

Would you recommend this program to a friend or family member?

How did you find out about this program?

**Writers in Residence Public Event Attendance Log-Summer**

Library Name:

Resident Name:

	Name of Event	Date	Attendance	Length of Session (in minutes)
1				
2				
3				
4				
5				
6				

WiR Workshop Survey Results-Spring Resident [NAME]

Statement	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Response Count
You learned something new that is helpful						0
You feel more confident about what you just learned						0
You intend to apply what you just learned						0
You are more likely to participate in a similar library activity						0
You are more likely to use other library services and resources						0

Locations Presentations Were Held:

- 1
- 2
- 3
- 4
- 5
- 6

Average Presentation Length (minutes):

