



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

Award Contract Grant

Requested Board Meeting Date: June 6, 2023

* = Mandatory, information must be provided

or Procurement Director Award:

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

Grantor - Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) funds passed through the Arizona State Library

***Project Title/Description:**

VR Career Exploration and Workforce Readiness Program for Teens

***Purpose:**

The VR career exploration and workforce readiness program for teens at a Pima County Public Library will be an innovative and engaging way to help teens learn about different career paths and develop the skills needed to succeed in the workforce. The program will use virtual reality technology (VR) and 365 videos to create immersive and interactive experiences that simulate real-world work environments.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

The program will use virtual reality technology to create immersive and interactive experiences that simulate real-world work environments to provide teens with a more realistic experience, and broader array of career environments.

***Public Benefit:**

The VR program will provide Pima County teens, especially in outlying areas of the County with work skills training and career exploration of jobs that may not be accessible in real time and location.

***Metrics Available to Measure Performance:**

Continuous project evaluation will take place to collect information about participant response to curriculum and programming using surveys and interviews.

***Retroactive:**

Yes. Grant awards announced May 5, and award cycle for Library Services and Technology Act projects begins May 12, 2023. If the award is not approved Pima County youth in outlying areas will not be able to participate in VR work skills and career exploration training.

*gmt approves
5/18/23
(signature)*

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 27-10.

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): 23-144

Commencement Date: May 12, 2023 Termination Date: August 2, 2024 Amendment Number:

Match Amount: \$ 400.00 Revenue Amount: \$ 4000.00

*All Funding Source(s) required: IMLS LSTA Subgrant from the AZ. State Library; Library District funds - 2051

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

*Match funding from other sources? Yes No If Yes \$ 400.00 %

*Funding Source: Library District Funds 2051

*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), or Michelle Simon

Department: Library

Telephone: 520-594-5554 (Michelle)

Department Director Signature:

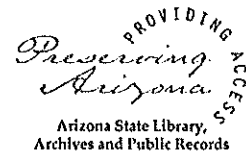
Date: 5/15/23

Deputy County Administrator Signature:

Date: 15 May 2023

County Administrator Signature:

Date: 5/22/2023



Award Notification for LSTA Subgrants

Library: Pima County Public Library	State Project Number: 2023-0260-XR-07	
Project Name: VR Career Exploration and Workforce Readiness Program for Teens	Project Manager: Kendra Davey	
Assistance Listing (CFDA) Number: 45.310	Amount Awarded: \$4000	
UEI: JBMBVGUK5LF1	Indirect Cost Rate: 10%	
Period of Performance: May 12, 2023 to August 2, 2024	Final Report Due: September 6, 2024	
Contact for LSTA grant questions: Janet "Jaime" Ball, Grants Administrator	Phone: 602-542-6266	Email: jball@azlibrary.gov

Enclosures:

- General Assurances and Certifications
- Internet Safety Certification
- Non-Construction Assurances
- Grant Recipient Information Packet

Holly Henley

Holly Henley, State Librarian & Director

5/3/23

Date



Assurances and Certifications for 2023 Arizona 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. Criminal Disclosures and Reporting of Matters Related to Recipient Integrity and Performance

As a non-Federal entity, the applicant must disclose, in a timely manner, in writing to the Arizona State Library, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. (See also 2 C.F.R. § 200.113 and 2 C.F.R. part 3185)

9. 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, 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) displayed in accordance with the Logo Standards Guide;
- Online products, digital publications, and websites should include links to the IMLS website, 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.

10. 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.

11. 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).



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

Printed Name of Authorized Representative

Title of Authorized Representative

Date

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 May 17, 2023

LSTA 2023 Grant Recipient Information Packet

Congratulations on receiving an LSTA award!

What do I need to do next?

1. Review the Grant Administration section of the [LSTA 2023 Grant Guidelines](#) on pages 15 and 16.
2. Read this Grant Recipient Information Packet, which includes the following topics:
 - Funding
 - Evaluation and Data Collection
 - Telling Your LSTA Story
 - Reporting Requirements
 - Monitoring Your Project
 - Grant Management Checklist

When is the Grant Recipients' Workshop?

All recipients of LSTA General Grants are required to attend the in-person Grant Recipients' Workshop on Friday, May 12 at 9AM in Phoenix. Please register [here](#) to attend.

Recipients of LSTA Express Grants should view the Grant Recipients' Webinar. A link to the webinar on Niche Academy will be made available to these recipients.

Funding

How do I get the money?

Funds can be requested beginning May 12, 2023. It can take 30 to 45 days for funds to be disbursed after they are requested. You must return the signed certification and assurance forms attached to your notification email before any funds will be sent. These forms certify that your organization is in compliance with federal regulations. The forms are 1) General Assurances & Certifications; 2) Non-Construction Assurances; and 3) Internet Safety Certification (for public and school libraries). These forms should be emailed to libgrants@azlibrary.gov.

When you are ready to start spending your funds, complete and return the LSTA Payment Request Form which was attached to your award notification email. Please e-mail the form to libgrants@azlibrary.gov. Requests for funds should be for the entire grant amount. Please be prepared to spend the money upon receipt. Remember, the funds may not be deposited into an interest-bearing account.

You may have received a W-9 form and an Automated Clearing House form with the award notification. We must have an updated W-9 to process payments. If there have

been any changes in your organization or if the State Library has not issued a payment to your organization in recent years, please complete and return the W9 via email. You should also send the ACH form to the General Accounting Office if you wish to receive the funds via electronic funds transfer. When the assurances and certifications, Request for Payment Form, and W-9 (if necessary) are received, the payment process will be initiated. Reminder: It can take 30 to 45 days for funds to be disbursed.

How long do I have to spend the funds?

All grant funds must be requested by June 30, 2024, fully encumbered by August 2, 2024, and fully expended by September 6, 2024. If you are not able to spend the funds and complete your project within that time frame, you must contact the Grants Coordinator.

Evaluation and Data Collection

Evaluation

By measuring for success, we can:

- Tell a national story
- Share promising practices
- Gain information for good decisions about priorities, use of resources, and program design
- Communicate the value of programs and services

And last but not least, federal regulations require evaluation!

In the process of evaluating your LSTA project you can ask three basic questions:

1. How much did we do?
2. What good did we do?
3. What could we do better?

In addition to the required data collection methods listed below, feel free to use other methodologies such as [Project Outcome](#) to track quantities, determine outcomes and impact, and find out how you can improve services.

Data Collection

There are three data collection tools for you stored in a Google Drive folder at <http://go.azsos.gov/sz5r>. (If the link doesn't work when you click on it, try copying and pasting it into your browser.)

1. Activity Data Collection Tool. Use this spreadsheet to collect quantities such as number of programs and number of library materials acquired. You probably won't use all the tabs, but you probably will use two or three to describe program attendance and content acquisition and lending.

2. Quick Patron Survey. If you offer any instructional programs like workshops or classes, you should administer this survey to the public at least once for each type of instruction. You don't need to administer the survey to children aged 17 years and younger. This survey is also available in Spanish.

3. Patron Survey Summary. Use this to total your survey responses.

At the end of your project, you will return the Activity Data Collection Tool and the Patron Survey Summary to the Grants Coordinator.

Telling Your LSTA Story



An important part of your project should be letting others – your Congressional representatives, your local governmental leaders, your community and other library staff – know about your good work and the LSTA funding that is helping to make it possible. It is in our collective interest to provide Congress and our communities with data related to the positive impact of library services and programs funded through the LSTA Grants to States Program.

Because you're going to be focused on carrying out your project, the following is meant to give you some ideas about how to tell others about your project. You probably won't be able to do them all, but we at the Arizona State Library encourage you to begin by sending out a media release and sending a thank you letter to your Congressional representative. Each additional publicity activity you undertake will only help you gain more attention for your project.

Media Release

The State Library provides a sample press release in the Google Drive folder at <http://go.azsos.gov/sz5r>. Retype it with information about your project and your contact information. If you have a photo or digital image, you may want to make that available, too. Then mail, e-mail or deliver it to your local newspaper, radio stations and TV stations. If you or your friends' group have a newsletter or social media outlets, be sure to run it there. Put an announcement on your web site. Be sure to save copies of any publicity you generate for inclusion in your final report.

Congressional Letter

We'll also provide a thank you letter for your Congressional representatives, along with a sheet of addresses. LSTA is a federally funded program through the Institute of Museum and Library Services. By thanking both of your Senators and your member of the House of Representatives, you're helping them understand the importance of this funding to the state. Be sure to include information about your project in your letter. If you receive any response, please include a copy in your final LSTA report.

Local Governmental Leaders

Use this opportunity to tell your local governmental entity about your efforts to obtain additional funding through LSTA, and about the project you're undertaking. LSTA funds are awarded to only the best Arizona library projects; you should let your local governmental leaders know that your award is an indicator of library excellence.

Tell Other Libraries about Your Project

Consider making a presentation about your project or writing an article about it. You might put together your own presentation for the conference or an Arizona Library Association (AzLA) regional library forum. Arizona State Library staff usually propose a program at the AzLA Annual Conference and may ask you to be a part of the program to celebrate LSTA in Arizona.

How do I acknowledge LSTA and the State Library in my project?

All promotion materials resulting from an LSTA grant project must contain this statement:

This project is supported by the Arizona State Library, Archives & Public Records, a division of the Secretary of State, with federal funds from the Institute of Museum and Library Services.

Este programa cuenta con el apoyo de la Biblioteca Estatal de Arizona, Archivos y Registros Públicos, una división de la Secretaría de Estado, con fondos federales del Instituto de Servicios de Museos y Bibliotecas.

Be sure to save copies of your publicity to include with your final report.

For more project promotion ideas, go to <https://www.ims.gov/grants/grant-recipients/grantee-communications-kit>

Reporting Requirements

Interim Reporting

At least once during the grant cycle, the Grants Coordinator will request information about project progress. You will get an email with a link to a survey asking about the status of expenditures, evaluation, and other aspects of the project.

What kind of final report do I need to do?

You are required to submit a final financial and performance report to the State Library within 30 days of the end of the project or no later than September 6, 2024. The final report will be submitted online. A link to the reporting system will be emailed to you when it becomes available, probably by July 31, 2024.

You will need to supply information about your project's activities and expenditures, using specific categories and quantities determined by IMLS. The Activity Data Collection Tool mentioned above will help you track the necessary quantities. The patron survey responses you collect during instructional activities will help demonstrate

outcomes. You will report on expenditures in the same budget categories as described in the grant guidelines on page 13.

Be sure to take photos that you can share! Images can help capture learning, creativity, and growth -- sometimes even better than words and numbers.

Monitoring Your Project

As mentioned in the guidelines, Arizona LSTA projects are part of a network of community-driven, exemplary work being accomplished in libraries across the country. To support these efforts and to ensure that projects are in compliance with LSTA and State Library requirements, the Grants Coordinator will monitor projects during the grant year, usually by phone or email. In some cases, the Grants Coordinator will want to meet with the project manager in person. Prior to an in-person visit, the Grants Coordinator or other Library Development staff will provide in advance a list of materials to be reviewed. Library Development will also ask for highlights of activities that are going especially well, or that are especially challenging.

What if something unexpected happens and I have to change my project?

The mantra for successful project management is “on time and “within budget,” but sometimes the unexpected happens. You must submit any changes to the project to the Grants Coordinator for approval. If an unexpected change in your library occurs that necessitates altering the project as submitted in the grant, contact the Grants Coordinator as soon as possible to request changes.



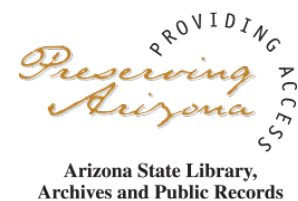
What's that contact info again?

Jaime Ball, Grants Coordinator
jball@azlibrary.gov

Grant Management Checklist

Use this checklist to help ensure that you're complying with important regulations!

- Attend the Grant Recipients' Workshop or view the Grant Recipients' Webinar.
- Submit signed Assurances and Certifications by June 30, 2023.
- Request funds by June 30, 2024.
- Encumber funds by August 2, 2024.
- Expend funds by September 6, 2024.
- Recognize the IMLS and State Library on materials promoting your project.
- Do not use LSTA funds for construction, lobbying, regular staff salaries, souvenirs, giveaways, apparel, food, or promoting general library services.
- Do not deposit LSTA funds into interest-bearing accounts.
- Contact the State Library before purchasing any single piece of equipment equal to or over \$5,000.
- Collect and report on quantitative and qualitative data from the project.
- Submit interim report (a link will be emailed to you in the Spring of 2024).
- Administer surveys to patrons 18 years or older when offering instructional programs.
- Report on grant expenditures and allowable matching project funds in the final report.
- Follow the record retention requirements as stated in the [Grant Guidelines](#).



LSTA REQUEST FOR PAYMENT FORM

Library Name: _____

State Project Number: _____

Project Name: _____

Amount Requested: _____

Payable To: _____

Mailing Address: _____

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.