



BOARD OF SUPERVISORS AGENDA ITEM REPORT

CONTRACTS / AWARDS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 10/1/2019

*** = Mandatory, information must be provided**

or Procurement Director Award ☐

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

Grantor- Arizona State Library, Archives & Public Records; funding appropriated by the Arizona State Legislature

***Project Title/Description:**

SGIA 2020: 20-A-11 for Pima County

***Purpose:**

With State Grants-In-Aid funding (SGIA) Pima County Public Library (PCPL) will promote community engagement and provide culturally relevant programming through the PCPL tracks and activities during the Tucson Festival of Books and will also support conference attendance and internal training initiatives.

***Procurement Method:**

Not applicable to grant awards.

***Program Goals/Predicted Outcomes:**

PCPL will promote community engagement at the Tucson Festival of Books, and provide shared learning opportunities that will offer pathways to professional development.

***Public Benefit:**

Pima County and its residents will have the educational and economic benefits of a having a fully-engaged library that is responsive to community needs.

***Metrics Available to Measure Performance:**

PCPL will track indicators to understand reach throughout the community and staff satisfaction.

***Retroactive:**

Yes. The Arizona State Library sends award notifications in August, with a period of performance that begins July 1. The Arizona State Library requires that PCPL submit the application once the award notice is received.

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Effective 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 22-73.***Amendment / Revised Award Information**

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Effective Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☐ Expense or ☐ 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 ☐ AmendmentDocument Type: GTAW Department Code: LIB Grant Number (i.e., 15-123): 20*020Effective Date: July 1, 2019 Termination Date: June 30, 2020 Amendment Number: _____☒ Match Amount: \$ 25,000.00 ☒ Revenue Amount: \$ 25,000.00***All Funding Source(s) required:** Arizona State Library, Archives & Public Records, Funding appropriated by the Arizona State Legislature; Library District funds.***Match funding from General Fund?** ☐ Yes ☐ No If Yes \$ _____ % _____***Match funding from other sources?** ☒ Yes ☐ No If Yes \$ 25,000.00 % _____***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)?** _____Contact: Beth Matthias-LoghryDepartment: LibraryTelephone: 520-594-5613Department Director Signature/Date: Quaker J. Mathewson 8-30-19Deputy County Administrator Signature/Date: C. J. [Signature] 9-18-2019County Administrator Signature/Date: C. J. [Signature] 9/18/19*(Required for Board Agenda/Addendum Items)*

GRANT APPLICATION APPROVAL REQUEST

Instructions: Fill out the top section of this form completely. Contact the program Grants Management & Innovation (GMI) Lead if you require assistance (724-2240). Email your completed request to: GMI@pima.gov. Your request will be forwarded to County Administration for review. Notification of approval requests should be submitted at least 15 business days prior to the application's submission deadline (AP 5-1 Procedure).

Requesting department or entity:	Library	Date: 7/22/19
Contact information:	Name: Beth Matthias-Loghry	Telephone: (520) 594-5613
Funding opportunity title:	State Grants-In-Aid (SGIA)	
Link to opportunity:	https://azlibrary.gov/libdev/funding/sgia	
Funding agency:	Arizona Legislature's State Grants-in-Aid (SGIA) offers annual awards to county libraries.	
Amount to be requested:	\$ 25,000.00	
Due date and time:	8/30/2019	05:00 PM
What are you going to spend the money on?	<p>The Pima County Public Library (PCPL) will promote community engagement and social connection, and provide culturally relevant programming through the PCPL Nuestras Raíces genre track during the Tucson Festival of Books event in March of 2020 on the University of Arizona campus. As the third biggest book festival nationwide, the Tucson Festival of Books is a signature event where PCPL expands on partnerships and connects us to a community of enthusiastic readers as they explore books and meet their favorite authors. PCPL's place there secures high visibility because it attracts more than 130,000 people. There, our staff members interact with people of all ages, as they support and moderate author panels and provide other programs. SGIA funding will also support conference attendance and internal training initiatives focusing on a variety of things from desktop applications and best management practices, and training on workplace communication.</p>	
What will be the benefit to Pima County?	<p>Pima County and it's residents will have the educational and economic benefits of having a fully-engaged library that works to be accountable and responsive to community needs.</p> <p>Notes (from Website) on Indirect Costs and Match. (screen shot included) State funds will be used for library services county or citywide. Funds will not be used for indirect or administrative costs. County/city will expend no less than the amount of state grants-in-aid awarded in the same fiscal year for county/citywide library services. SGIA requires a dollar-for-dollar cash match. State money may not be substituted for local match. The recipient agrees to submit a final report, which includes a narrative, budget and certification.</p> <p style="font-style: italic; font-size: 1.2em;">Indirect costs are N/A (PK)</p>	
Indirect costs – check one:	<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;"> <input checked="" type="checkbox"/> I will be requesting indirect costs. Indirect-cost rate to be requested: % <input type="checkbox"/> I have attached a request for waiver of indirect costs (GMI Intranet) <input type="checkbox"/> I need help understanding indirect costs </div> </div>	
By:	<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 20px;"> Andrew Mathewson Department Director or Designee </div> <div style="text-align: center;"> Date: 7-22-19 </div> </div>	

GRANT COST/BENEFIT ANALYSIS <i>To be completed by GMI staff</i>																						
CFDA No.	State grant																					
Competitive Criteria:	Non-competitive; State Grants-In-Aid (SGIA) funds are construction funding and annual awards to county and municipal libraries in cities with populations of 100,000 or more. To qualify, libraries must meet several requirements, including provide free library services to all residents, be open on a regular basis and in good standing with the State Library, agree to its Resource Access & Attainment Policy, etc.																					
Other Factors:	Funds must be used for library services county- or citywide and shall not be used for indirect costs. See attached SGIA information screen shot. Per telephone conversation 7/31/2019 with department contact for this project, library district funds have been set aside to satisfy match requirement.																					
Number of Awards:	Total amount to be awarded: \$25,000 requested																					
Match Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If required what is the amount/percent: <u>SGIA requires a dollar-for-dollar cash match</u>																						
Terms Notes (e.g. unusual restrictions, reporting burdens, etc.):	<ul style="list-style-type: none"> Award recipient must submit a final report, consisting of narrative, budget and certification. The city or county must spend no less than the amount of SGIA awarded in the same fiscal year for city-/countywide library services. No state monies shall be used for local match. 																					
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Will this project require additional office/project space?</td> <td style="width: 10%; text-align: center;">Yes</td> <td style="width: 10%; text-align: center;">No</td> </tr> <tr> <td>Will this project require staff time that cannot be paid for by the grant?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Will your project require any equipment items over \$5,000 per item?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Does the proposal use a fixed price contract?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Is this project subject to Human Subjects compliance?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Does this project involve subrecipients?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> <tr> <td>Is there a Statutory Funding Preference from the funding agency?</td> <td style="text-align: center;"><input type="checkbox"/> Yes</td> <td style="text-align: center;"><input checked="" type="checkbox"/> No</td> </tr> </table>		Will this project require additional office/project space?	Yes	No	Will this project require staff time that cannot be paid for by the grant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Will your project require any equipment items over \$5,000 per item?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Does the proposal use a fixed price contract?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Is this project subject to Human Subjects compliance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Does this project involve subrecipients?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Is there a Statutory Funding Preference from the funding agency?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Will this project require additional office/project space?	Yes	No																				
Will this project require staff time that cannot be paid for by the grant?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																				
Will your project require any equipment items over \$5,000 per item?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																				
Does the proposal use a fixed price contract?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																				
Is this project subject to Human Subjects compliance?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																				
Does this project involve subrecipients?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																				
Is there a Statutory Funding Preference from the funding agency?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No																				
Allowable Indirect Rate: <u>not allowed</u> If indirect is not allowed, attach documentation. Supportive screen shot attached.																						
List any other proposal or funder specific requirements:	Compliance with Arizona Revised Statutes, including but not limited to <ul style="list-style-type: none"> A.R.S. 9-411 through 9-420 (Cities and Towns/Public Libraries) A.R.S. 11-901 through 11-914 (Counties/Public Libraries) A.R.S. 34-502 (Computer Access/Harmful to Minors) 																					
GMI notes & recommendations: Pima County Public Library has participated in the annual University of Arizona Festival of Books over the years, supporting/moderating author panels and providing other programs. The funds also support conference attendance as well as internal training. No indirect costs allowed; no waiver requested; supportive screen shot attached.																						
By: _____ Date: _____ <div style="text-align: center; margin-top: 5px;">GMI Director</div>																						
County Administrator Approval Request																						
Approved: <input checked="" type="checkbox"/> Not Approved: <input type="checkbox"/> Subject to Further Review: <input type="checkbox"/> Yes <input type="checkbox"/> No																						
If your project is subject to further review, please contact your GMI Lead to discuss necessary revisions prior to resubmission of the Grant Approval Application Request.																						
By: _____ Date: <u>8/31/2019</u> <div style="text-align: center; margin-top: 5px;">County Administrator or Designee</div>																						



KATIE HOBBS
SECRETARY OF STATE

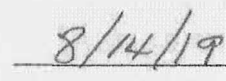
Award Notification for State Grants-in-Aid

Library Name & Address: Pima County Public Library 101 N. Stone Avenue Tucson, AZ 85701-1501		State Project Number: SGIA 20-A-11
Project Name: SGIA 2020		Project Manager: Amber Mathewson
Program Information: http://www.azlibrary.gov/libdev/funding/sgia		Amount Awarded: \$25,000
Period of Performance: July 1, 2019 to June 30, 2020		Final Report Due: July 31, 2020
Contact for SGIA grant questions: Janet "Jaime" Ball, Library Development Administrator	Phone: 602-542-6266	Email: jball@azlibrary.gov

When possible, please acknowledge SGIA as follows:

This project is supported by the Arizona State Library, Archives & Public Records, a division of the Secretary of State, with funds appropriated by the Arizona State Legislature.


Holly Henley, State Librarian & Director of Library Services


Date

LIBRARY DEVELOPMENT - HOLLY HENLEY, STATE LIBRARIAN
Arizona State Library, Archives, and Public Records
1919 W. Jefferson St.
Phoenix, AZ 85009
Telephone: (602) 542-6200 Fax: (602) 542-3260
www.azlibrary.gov