



# WASHOE COUNTY

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Grant Mgt. GE

## STAFF REPORT BOARD MEETING DATE: May 12, 2015

**DATE:** April 16, 2015  
**TO:** Board of County Commissioners  
**FROM:** Jennifer Oliver, Library Development Officer  
327-8360—joliver@washoecounty.us  
**THROUGH:** Arnie Maurins, Library Director  
**SUBJECT:** Recommendation to approve a Library Services and Technology Act grant through the Nevada State Library and Archives in the amount of \$43,600, with a \$4,360 local match required (in-kind), for a retroactive term from March 1, 2015-June 30, 2016, for creating Idea and Experience spaces in the library, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents. (All Commission Districts)

### SUMMARY

The Library is requesting Board's approval of a Library Services and Technology Act grant through the Nevada State Library and Archives in the amount of \$43,600, with a \$4,360 local match required (in-kind), for a retroactive term from March 1, 2015-June 30, 2016, for creating Idea and Experience spaces in the library, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents.

**County Priority/Goal supported by this item:** Sustainability, including financial sustainability, sustaining our services and infrastructure, and sustainability of our natural resources.

### PREVIOUS ACTION

None.

### BACKGROUND

The Library received an award notification for a Library Services and Technology Act (LSTA) grant in the amount of \$43,600. If accepted, the grant will be used to create Idea and Experience spaces in the library. This includes purchasing supplies to allow for interactive learning spaces in library branches.

AGENDA ITEM # 5B

**GRANT AWARD SUMMARY**

**Project/Program Name:** Idea and Experience Boxes in the Library

**Scope of the Project:** Purchase supplies to provide for interactive learning spaces in library branches.

**Benefit to Washoe County Residents:** Patrons will benefit from learning spaces that allow them the opportunity to create something of their own—these are low tech experiences.

**On-Going Program Support:** The purchases made by this grant are one-time expenses; any ongoing maintenance will be absorbed into the Library’s general fund.

**Award Amount:** \$43,600.00

**Grant Period:** March 1, 2015-June 30, 2016

**Funding Source:** Library Services and Technology Act administered by the Institute of Museum and Library Sciences

**Pass through From:** Nevada State Library and Archives

**CFDA Number:** 45.310

**Grant ID Number:** 2015-28

**Match Amount and Type:** 10% match is required and an in-kind match is allowed. Washoe County Library staff work on this grant is allowable and will be used to meet the \$4,360 match requirement.

**Indirect Cost Rate (applicable to the award):**

Grant’s recoverable indirect cost rate:

- Indirect costs are fully recoverable
- Sponsor does not allow for indirect cost recovery
- Sponsor has limited indirect cost recovery at \_\_\_ %
- Sponsor requires indirect Cost Rate Approved by Cognizant Agency

**Special Terms & Conditions:** N/A

**Sub-Awards and Contracts:** N/A

**FISCAL IMPACT**

Should the board accept this grant award and approve these amendments, the adopted budget will be increased by \$43,600 in both revenues and expenditures in the following accounts:

<b>Account Number</b>	<b>Description</b>	<b>Amount</b>
IO11235-431100	Federal Grant Revenue	\$ 43,600
<b>Total Revenue</b>		<b>\$43,600</b>
IO11235-711504	Equipment Non Capital- Expense	\$ 26,500
IO11235-710300	General Supplies	\$17,100
<b>Total Expenses</b>		<b>\$43,600</b>

10% match is required and an in-kind match is allowed. Washoe County Library Staff work on this grant is allowable and will be used to meet the \$4,360 match requirement.

Cash reserves in the other restricted funds will be used for this reimbursement grant.

Sponsor does not allow for indirect cost recovery.

**RECOMMENDATION**

It is recommended that the Board of County Commissioners approve a Library Services and Technology Act grant through the Nevada State Library and Archives in the amount of \$43,600, with a \$4,360 local match required (in-kind), for a retroactive term from March 1, 2015-June 30, 2016, for creating Idea and Experience spaces in the library, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents.

**POSSIBLE MOTION**

Should the Board agree with staff's recommendation, a possible motion would be:  
"Move to approve a Library Services and Technology Act grant through the Nevada State Library and Archives in the amount of \$43,600, with a \$4,360 local match required (in-kind), for a retroactive term from March 1, 2015-June 30, 2016, for creating Idea and Experience spaces in the library, direct the Comptroller's Office to make the necessary budget adjustments and authorize the Director to sign the grant award documents."



**NEVADA STATE LIBRARY & ARCHIVES**  
Nevada Department of Administration  
100 North Stewart Street  
Carson City, NV 89701



**Federal 2015 LSTA GRANT-IN-AID AWARD**

SUB-GRANTEE:

Name & Address: Washoe County Library

PO Box 2151, Reno, NV 89505

DUNS Number

073786998

PROJECT TITLE:

Idea and Experience Box

PROJECT NO:

2015 – 28

P/P # or CFDA NO: 45310-15

SUB AWARD PROJECT DATES:

March 1, 2015 – June 30, 2016

**General**

- I. Grant funded activities shall provide services and equipment as outlined in the approved grant application. Grant funds must be used to meet NSLA Five Year Plan and federal LSTA goals. The approved grant application submitted by the sub-grantee becomes part of this agreement.
- II. The sub-grantee may not obligate or encumber grant funds prior the effective date of this agreement. Funds may not be obligated or encumber after June 30, 2016.
- III. All unexpended grant funds must be returned to the Nevada State Library and Archives.

**Grant Amounts and Reimbursement Procedures**

- I. Total Amount of Federal funds obligated for this project: \$ 43,600.00
- II. The sub-grantee must request payments as reimbursement of actual funds expended for the normal grant cycle. Advance payments may be requested under special circumstances and must be authorized by the LSTA Coordinator and NSLA Administrator prior to a payment request.
- III. The sub-grantee may not obligate or encumber grant funds before the effective date of this agreement or after June 30, 2016.
- IV. Funds for the grant project are authorized according to the final application budget (attached).

**Request for Fiscal and/or Programmatic Changes**

The sub-grantee may request a budget and/or program amendments for fiscal or programmatic changes as outlined below. Sub-grantee must submit a request for the budget or program change in writing to NSLA. All requests for changes must be received on or before May 4, 2016. Requests received after that date will be considered on a case by case basis. The revision must be submitted before obligating or expending grant funds.

- I. Fiscal Changes must have a Budget Revision for any of the following conditions:
  - a. Transfers of grant funds among budget categories that exceed ten (10) percent of a budget category:
  - b. A transfer of funds into a budget category that currently equals zero (\$0);
  - c. A change in the items listed in the approved budget categories if an item's cost or features are substantially different from the approved grant application specifications.
- II. Programmatic changes to the approved grant application must be submitted for a change in scope or objectives of the approved program, even if there is no associated budget revision. A change in scope is a substantive difference in the approach or method used to reach program objectives.

### Reporting Requirements

The sub-grantee is responsible for submitting periodic reports that reflect the sub-grantee's level of performance for the approved grant application.

Fiscal reports will be due on the following

<u>Reporting period</u>	<u>Due date</u>
First quarter, July 1, 2015 – Sept 30, 2015	Oct 15, 2015
Second quarter, Oct 1, 2015 – Dec 31, 2016	Jan 15, 2016
Third quarter, Jan 1, 2016 – Mar 31, 2016	Apr 15, 2016
Fourth quarter, Apr 1, 2016 – June 30, 2016	July 15, 2016
Final fiscal report	Oct 3, 2016

The six month program report will be due January 15, 2016.

The final summary evaluation report will be due October 3, 2016.

### Assurances and Conditions

- I. The sub-grantee will complete and sign all required certifications and assurances.
- II. The sub-grantee agrees to maintain all financial and programmatic records, supporting documents and other records relating to this grant award for three (3) years after the last State Program Report for the Nevada LSTA State Plan 2013 - 2017, to be submitted on December 31, 2018. The sub-grantee will maintain their records through December 31, 2021.
- III. The sub-grantee accepts NSLA, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services any duly authorized representative, shall have access to any books, documents, papers and all records of information determined to be necessary to conduct an audit for funds expended under the terms and conditions of this sub-grant.
- IV. This grant may be terminated by written notice and mutual agreement of both parties.
- V. Termination for Non-Appropriation: The continuation of this grant is subject to and contingent upon sufficient funds being appropriated, budgeted, and otherwise made available by federal sources. Reservation of funds based upon budget reductions is included herein. The granting authority may reduce or terminate this grant, and the grantee waives any and all claim(s) for damages, effective immediately upon receipt of written notice (or any date specified therein) if for any reason the granting agency's funding from federal sources is not appropriated or is withdrawn, limited, or impaired.

Name of Federal awarding agency: Institute of Museum and Library Services	
Name of recipient: Nevada State Library and Archives, Nevada Department of Administration	
Recipient Unique Entity Identifier: 946481140	
CFDA Name: LSTA State Grants	CFDA Number: 45.310
Federal Award ID Number (FAIN): LS-00-0029-15	Federal Award Date: January 28, 2015
Total Amount of Federal Award: \$ 1,731,619	Research & Development: No
Period of Performance Start Date : Oct 1, 2014 Period of Performance End Date: Sept 30, 2016	Indirect Cost Rate: 0.0