



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT

BOARD MEETING DATE: February 28, 2017

CM/ACM JS
Finance LC
DA DR
Risk Mgt N/A
HR N/A
Grant GF

DATE: Wednesday, February 15, 2017

TO: Board of County Commissioners

FROM: Andrea Tavener, Development Officer, Library
775-327-8360, atavener@washoecounty.us

THROUGH: Jeff Scott, Director

SUBJECT: Approve Library Services and Technology Act, Diversity in Action grant award from the State of Nevada in the amount of [\$2,100., no local match required] for a retroactive term of February 13, 2017 through May 5, 2017 for the augmentation of Library Early Literacy Collections; direct the Comptroller's Office to make the necessary budget amendments; and authorize the Director to sign the grant award documents. (All Commission Districts.)

SUMMARY

The Library is requesting Board's approval of State Library Services and Technology Act, Diversity in Action grant-in-aid funds from the State of Nevada in the amount of \$2,100.00 with no local match required, for a retroactive term from February 13, 2017 through May 5, 2017, for the augmentation of Library Early Literacy Collections; direct the Comptroller's Office to make the necessary budget amendments; and authorize the Director to sign the grant award documents.

The Library is asking for a retroactive approval as the grant application was submitted in the later part of January and was then submitted at the earliest available BCC meeting.

County Strategic Objective supported by this item: Stewardship of our community.

PREVIOUS ACTION

No previous action was taken.

BACKGROUND

The Nevada State Library, Archives and Public Records allows for Federal LSTA Grant-In-Aid Awards. These funds are disbursed and administered by the State Librarian. Based on these criteria, the Washoe County Library System is eligible for a total of \$2,100 during FY2017. State Collection Development monies that were received in FY2017 will be used to enhance the bi-lingual and sensory storytimes. Washoe County

AGENDA ITEM # 5.F

Library System intends to introduce and enhance bi-lingual and sensory storytimes through better storytime collections and early literacy manipulatives. The purpose is to enhance early literacy techniques via storytime, and encourage parent-child interaction afterward to help support and reinforce the learning potential. The purchased bi-lingual and sensory manipulatives are one-time expenditures and support the library's early childhood literacy objectives.

The Library is asking for a retroactive approval as the grant application was submitted in the later part of January and was then submitted at the earliest available BCC meeting.

GRANT AWARD SUMMARY

Project/Program Name: LSTA Diversity in Action Grant

Scope of the Project: These funds are used to supplement collection budgets for all public libraries throughout the state of Nevada. The \$2,100.00 awarded to the Washoe County Library System will be used to purchase new library early literacy materials.

Benefit to Washoe County Residents: Providing access to information, updated and relevant library materials, to the residents of Washoe County is the responsibility of the Washoe County Library System. These funds help the library fulfill that responsibility.

On-Going Program Support: These funds will be used on pictures books to support our bi-lingual storytimes at the 8 larger library branches and on sensory early literacy materials at 3 Washoe County libraries for children with learning disabilities. This will assist children with different learning abilities who may fall in the autism spectrum.

Award Amount: \$2,100.00

Grant Period: February 13, 2017 through May 5, 2017

Funding Source: Institute of Museum and Library Services (IMLS)

Pass Through Entity: State of Nevada, Library Services and Technology Act

CFDA Number: 45.310

Grant ID Number: 2016-20-DIA

Match Amount and Type: N/A

Sub-Awards and Contracts: N/A

FISCAL IMPACT

Should the board accept this grant award and approve these amendments, the adopted FY17 budget will be increased by \$2,100.00 in both revenues and expenditures in the following accounts:

Cost Object	G/L Account	Amount
TBD-432100	State Grant-Revenue	\$2,100.00
TBD-710314	Library Materials	\$1,100.00
TBD-710300	General Supplies	\$1,000.00

RECOMMENDATION

Approve Library Services and Technology Act, Diversity in Action grant award from the State of Nevada in the amount of [\$2,100., no local match required] for a retroactive term of February 13, 2017 through May 5, 2017 for the augmentation of Library Early Literacy Collections; direct the Comptroller's Office to make the necessary budget amendments; 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 Library Services and Technology Act, Diversity in Action grant award from the State of Nevada in the amount of [\$2,100., no local match required] for a retroactive term of February 13, 2017 through May 5, 2017 for the augmentation of Library Early Literacy Collections; direct the Comptroller's Office to make the necessary budget amendments; and authorize the Director to sign the grant award documents."



Nevada State Library, Archives and Public Records

100 North Stewart Street
Carson City, NV 89701-4285



Federal 2016 LSTA Grant-In-Aid Award

SUB-GRANTEE: Washoe County Library

Address: 301 S. Center St., Reno, NV 89505

DUNS Number: 073786998

PROJECT TITLE: Statewide Reading Programs – DIA, Diversity In Action

PROJECT NO: 2016-20-DIA P/P # or CFDA NO: 45310-16

PROJECT DATES: February 13, 2017 through May 5, 2017

General

- I. Grant funded activities shall provide services and equipment as outlined in the approved grant application. Grant funds must be used to meet NSLAPR 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 to February 13, 2017, the effective date of this agreement. Funds may not be obligated or encumbered after May 5, 2017.
- III. All unexpended grant funds must be returned to the Nevada State Library, Archives and Public Records. The sub-grantee will regularly notify NSLAPR of the amount of projected unexpended funds.

Grant Amounts and Reimbursement Procedures

- I. The total amount of the grant is \$2,100.00
- 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 NSLAPR Administrator prior to a payment request.
- III. The sub-grantee may not obligate or encumber grant funds before February 13, 2017 or after May 5, 2017.
- 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 NSLAPR. All requests for changes must be received on or before April 14, 2017. 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 the total grant;
 - 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 not an 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 reports that reflect the sub-grantee’s level of performance for the approved grant application.

The final fiscal and summary evaluation report will be due May 19, 2017, via email.

Assurances and Conditions

- I. The sub-grantee will complete and sign the attached 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 December 31, 2018. The sub-grantee will maintain their records through December 31, 2021.
- III. The sub-grantee accepts NSLAPR, 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 all NSLAPR grants.
- 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 the State Legislature and/or 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 State and/or federal sources is not appropriated or is withdrawn, limited, or impaired.

Contact Information

LSTA Coordinator
Nevada State Library, Archives and Public Records
(775) 684-3340
E-mail: nslaprlsta@admin.nv.gov

_____, Jeffrey Kintop _____
State Library, Archives and Public Records Administrator Date

Sub-grantee Authorized Official Date