



February 18, 2011

Jeanne Amos, Director  
El Dorado County Library  
345 Fair Lane  
Placerville, CA 95667-5699

Dear Ms. Amos:

We are pleased to approve the grant application for the Teens Make a Difference @ the Library project for a total of \$11,000 in federal Library Services and Technology Act (LSTA) funds.

This project to turn a negative after-school environment into a positive one by providing teen programming has the added bonus of engaging the teens in planning and implementation. We look forward to hearing about the project results.

In order to support you, an archived version of a webinar on "Managing your LSTA Grant" presented by the State Library is available to view at [http://infopeople.org/training/webcasts/webcast\\_data/497/index.html](http://infopeople.org/training/webcasts/webcast_data/497/index.html).

The Library Development Services Staff is ready to assist you in making your project a success. Please be aware state processing of grant payments can require 6-8 weeks before you receive your check.

Best wishes for a successful project.

Kindest Regards,

  
Stacey A. Aldrich  
State Librarian of California

Enclosures

cc: Colette Moody  
Linda Springer  
Carolyn Brooks

## THE BASICS – YOUR LSTA GRANT AWARD

The following provides all of the basic information about your grant and managing your grant.

Award #:	40-7770
IMLS #:	LS-00-10-0005-10
Library:	El Dorado County Library
Project Title:	Teens Make a Difference @ the Library
Award Amount:	\$11,000

### 2010/11 LSTA APPROVED BUDGET

Salaries and Benefits	7,680
Materials	0
Equipment (Items over \$5,000)	0
Operating Expenses	3,320
Project Total	11,000
Indirect Cost (UP TO 10%)	0
Grant Total	\$11,000

Start Date:	February 16, 2011
End Date:	August 31, 2011

On August 31, 2011, this project will be officially closed and no new expenditures may be generated, nor may any additional funded project activities occur. This project is allowed 45 days to liquidate encumbrances that were incurred prior to August 31. All unexpended and encumbered funds must be returned by October 15, 2011.

### REPORTING

Reporting on financial and program activities is required as follows:

**Financial:** quarterly within 30 days of each quarter. The final liquidation report, if required, is due and must be submitted by October 15, 2011.

**Program:** a final narrative report is due within 30 days after the close of the project, by September 30, 2011.

All required reporting materials will be located on the California State Library's website at <http://www.library.ca.gov/grants/lsta/manage.html>. The forms, along with instructions, will be on the website under the heading "Competitive and Statewide Grants 2010/11." This letter and the enclosed list of LSTA procedural requirements amend the Consolidated Application/Grant Award Certification document and must remain a part of all your existing copies. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the grant program, which may result in federal audit exceptions against the state and the loss of LSTA funds.

### PAYMENTS

Please note this clarification regarding payments. If your full grant amount is \$20,000 or more, ten percent (10%) of the grant award is withheld until the end of the project period. It is payable only if the grant recipient fulfills all project reporting requirements and expends all funds, or returns all unspent grant funds, by the time specified in the grant program.

### CONTACT

We want your project to be successful. The following staff person will be your contact for your project. Please work with this consultant in implementing your project.

Grant Monitor:	Linda Springer
Phone Number:	(916) 651-6509
Email Address:	lspringer@library.ca.gov

Doc.#15317

California State Library  
Fiscal Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-7770

Project Title: Teens Make a Difference @ the Library  
System/Agency: El Dorado County Library

## **CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD**

### **Library Services and Technology Act**

I. The recipient designated above hereby certifies to the California State Library, for a grant of funds in the amount of \$11,000. This block grant will provide library services as set forth in the LSTA Service Project Application as approved and/or as amended by the California State Librarian.

### **TERMS AND CONDITIONS**

The recipient agency and its named or designated fiscal agent hereby assures the California State Library that:

1. It is mutually understood between the parties that this grant award may have been written before ascertaining the availability of congressional appropriation of funds, for the mutual benefit of both parties in order to avoid program and fiscal delays which would occur if the grant award were executed after that determination was made.

2. This grant award is valid and enforceable only if sufficient funds are made available to the State by the United States government for the Fiscal Year 10/11 for the purposes of this program. In addition, this grant award is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms or funding of this grant award in any manner.

3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this grant award shall be amended to reflect any reduction in funds.

4. The California State Library has the option to amend the grant award to reflect any reduction of funds.

5. Upon the grant award approval by the State Librarian, one (1) completed set of this CONSOLIDATED APPLICATION NOTIFICATION OF GRANT AWARD and RECIPIENT CERTIFICATION will be sent to the subgrantee. Such copy shall be the officially approved agreement for the conduct of the approved project.

6. "Subgrantee" means the government or other legal entity to which a subgrant is awarded and which is accountable to the grantee for the use of the funds provided.

7. The subgrantee will make reports to the State Librarian in such form and containing such information as may be required to enable the California State Library to perform its duties. The subgrantee will keep such records and afford such access as the California State Librarian, California State Library may find necessary to assure the correctness and verification of such reports.

California State Library  
Fiscal Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-7770

Project Title: Teens Make a Difference @ the Library  
System/Agency: El Dorado County Library

**CONSOLIDATED APPLICATION  
NOTIFICATION OF GRANT AWARD, LSTA (continued)**

8. The control of funds and title to property derived therefrom shall be in a subgrantee agency for the uses and purposes provided; a subgrantee agency will administer such property and funds and shall apply funds only for the purposes for which they were granted.

9. The expenditure under this program will not be used to supplant subgrantee effort.

10. This agreement is entered into under provisions of the Library Services and Technology Act, Public Law 104-208 on September 30, 1996; and Congressional Record - House, H11644-H11728 on September 28, 1996, H12266-H12267 on October 3, 1996; and 45 CFR 1183, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, October 1, 1994.

11. Performance of the provisions of this agreement is subject to the conditions and availability of funds as awarded by the State Librarian under said Act.

12. The terms of this agreement shall be from upon execution through the end of grant period. But shall be subject to termination by either party by giving written notice to the other party at least thirty (30) days prior to the effective date of termination.

In the event this agreement is so terminated, the subgrantee shall deliver to the State Librarian copies of all reports and/or materials prepared up to the date of termination, and the State Librarian shall determine, and pay the subgrantee for the necessary and appropriate expenditures and obligations to the date of termination which have not been covered by prior installments heretofore paid to the subgrantee. If funding has been advanced to the subgrantee, any unobligated balances, as determined by the State Librarian, shall be returned to the State Library within 60 days of the notice of termination.

13. The State Librarian is empowered to review, audit, and inspect the project for compliance with this agreement.

**LIMITATION OF EXPENDITURE**

Expenditure for all projects must conform to the approved budget, as amended, and with applicable Federal and State laws and regulations.

California State Library  
 Budget Office  
 P.O. Box 942837  
 Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-7770

Project Title: Teens Make a Difference @ the Library  
 System/Agency: El Dorado County Library

**CONSOLIDATED APPLICATION  
 NOTIFICATION OF GRANT AWARD, LSTA, continued**

Any of the sums listed as approved and/or amended appearing under the categories in the approved budget may be adjusted by the authorized project personnel of the subgrantee to increase any allotment not more than 10% with the understanding that there will be corresponding decreases in the other allotments so that the total amount paid by the California State Library to the subgrantee under this agreement shall not exceed \$11,000 and shall be expended/encumbered in the designated grant period.

**REPORTS AND CLAIMS**

It is the responsibility of the recipient of these instructions to see that the proper individual to supply the required reports and claims receives the instructions and makes the required reports and claims to the California State Library.

- I. The subgrantee shall be responsible for the submission of two Narrative Reports, unless otherwise noted in the State Librarian's award letter, on the progress and activities of the project, in triplicate, to the State Library within 30 days following the end of the designated quarter.
- II. The subgrantee shall submit quarterly Financial Reports, in triplicate to the State Library. These reports are to reflect the expenditures made by the subgrantee under the agreement. The financial reports are to be submitted within 30 days following the end of the quarter.
- III. To obtain payment hereunder the subgrantee shall submit authorized claims provided by the State Library for that purpose, on each of the following mentioned dates for payment, and the California State Library agrees to reimburse the Library as soon thereafter as State fiscal procedures will permit.
- IV. The final 10% of the grant award is payable only if the grant recipient fulfills all project reporting requirements and returns all unspent grant funds by the time specified in the award. Failure to provide timely reports is a serious breach of a grant recipient's administrative duty under the award, which may result in federal audit exceptions against the state and the loss of LSTA funds. The State Librarian may extend the final deadline for good cause. Request for extension beyond the final deadline of the grant period must be received at least 30 days prior to that deadline at the State Librarian's office.

Payment will be provided to cover the expenditures incurred by the subgrantee for the project in the following manner:

\$11,000	upon execution of the agreement and submission of claim by fiscal agent
----------	---

If the amount of payment made by the California State Library shall exceed the actual expenses during the term of this agreement, as reflected in the financial reports to be filed by the subgrantee, the subgrantee shall refund to the California State Library the amount of such excess payment.

California State Library  
Fiscal Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

LSTA GRANT AWARD #40-7770

Project Title: Teens Make a Difference @ the Library  
System/Agency: El Dorado County Library

### **NONDISCRIMINATION CLAUSE ADDENDUM**

1. During the performance of this grant award, the recipient, subgrantee and its contractors shall not deny the grant award's benefits to any person on the basis of religion, color, ethnic group identification, sex, age, physical or mental disability, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40) or sex. Subgrantee shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

2. Subgrantee shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code, Section 1290 et. seq.), the regulations promulgated thereunder (Cal. Admin. Code, Tit. 2, Sections 7285.0 et. seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article.

3. Subgrantee or recipient shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours notice, to such of its books, records, accounts, other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause.

4. Recipient, subgrantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

5. Subgrantee shall include the nondiscrimination and compliance provisions of this clause in all contracts to perform work under the grant award.

California State Library  
Fiscal Office  
P.O. Box 942837  
Sacramento, CA 94237-0001

Project Title: Teens Make a Difference @ the Library  
System/Agency: El Dorado County Library

### **CERTIFICATION REGARDING LOBBYING FOR GRANTS AND COOPERATIVE AGREEMENTS**

This certification is a prerequisite for making or entering into a grant or cooperative agreement over \$100,000. Upon the acceptance of the grant award the subgrantee as required by Section 1352, Title 31 of the U.S. Code certifies to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person 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 grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

3. The subgrantee shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

**LSTA GRANT AWARD DOCUMENTATION**  
Budget Chapter 712, Item 6120-211-0890

LSTA Award #: 40-7770

Approval Date: 02/16/11

Project Title: Teens Make a Difference @ the Library

Subgrantee: El Dorado County Library

Funding Start Date: \*\* upon execution \*\*

Approved Funds: \$11,000 Term: upon execution - end of grant period

Payments: \$11,000 upon execution of agreement Schedule No.

**LUMP-SUM PAYMENT**

Appropriation Encumbered (designate where applicable) For: FY 10/11  
 WP 09

Fund Federal Trust PCA #: 92980 Code: 702 Vendor Code: M632

Catalog number from Federal Catalog of Domestic Assistance #: 45.310

IMLS #: LS-00-10-0005-10

BUDGET CATEGORY	APPROVED BUDGET	REVISED	REVISED
SALARIES & BENEFITS	\$7,680		
MATERIALS			
EQUIPMENT			
OPERATING EXPENSES	\$3,320		
INDIRECT COSTS			
<b>TOTAL</b>	<b>\$11,000</b>		