



# NEVADA STATE LIBRARY, ARCHIVES and PUBLIC RECORDS

## Nevada Department of Administration

100 North Stewart Street  
Carson City, NV 89701



## Federal 2019 LSTA GRANT-IN-AID AWARD

**Sub-Grantee:** Washoe County Library

**Address:** 301 Center St., Reno, NV 89501

**DUNS Number:** 073786998

**Project Title:** Toddler Stay and Play

**Grant Number:** 2019-08

**P/P# or CFDA #:** 45310-19

**Sub-Award Project dates:** July 17, 2019 – June 30, 2020

### 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 the effective date of this agreement. Funds may not be obligated or encumbered after June 30, 2020.
- III. All unexpended grant funds must be returned to the Nevada State Library, Archives and Public Records

### Grant Amounts and Reimbursement Procedures

- I. Total Amount of Federal funds obligated for this project: **\$ 10,000**
- 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 the effective date of this agreement or after June 30, 2020.
- IV. Funds for the grant project are authorized according to the final application budget.

### 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 May 22, 2020. 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.

Reports will be due on the following

#### Reporting period

1<sup>st</sup> quarter, July 1, 2019 – Sept 30, 2019  
2<sup>nd</sup> quarter, Oct 1, 2019 – Dec 31, 2019  
3<sup>rd</sup> quarter, Jan 1, 2020 – Mar 31, 2020  
Final Report

#### Report Due date

Oct 31, 2019  
Jan 31, 2020  
Apr 30, 2020  
August 30, 2020 (2 months after project end date)

## **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 2018 - 2022, to be submitted on December 31, 2023. The sub-grantee will maintain their records through December 31, 2026.
- III. The sub-grantee accepts that any duly authorized representative of NSLAPR, the Nevada Division of Audits, the Legislative Counsel Bureau and the Institute of Museum and Library Services 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 sub-grant may be terminated by written notice and mutual agreement of both parties.
- V. Termination for Non-Appropriation: The continuation of this sub-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 sub-grant, and the sub-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, Archives and Public Records, Nevada Department of Administration	
Recipient Unique Entity Identifier: 946481140	
CFDA Name: LSTA Grants to States	CFDA Number: 45.310
Federal Award ID Number (FAIN): LS-00-19-0029-19	Federal Award Date: January 11, 2019
Total Amount of Federal Award: \$ \$1,847,802	Research & Development: No
Period of Performance Start Date: Oct. 1, 2018 Period of Performance End Date: Sept. 30, 2020	Indirect Cost Rate: 0.0

## **Contact Information**

Question or concerns about an LSTA project should be directed to:

Sulin Jones/LSTA Coordinator  
Nevada State Library, Archives and Public Records  
(775) 684-3340 / Fax (775) 684-3311  
E-mail: [sulinjones@admin.nv.gov](mailto:sulinjones@admin.nv.gov) or [nslaprlsta@admin.nv.gov](mailto:nslaprlsta@admin.nv.gov)

## **Required Signatures:**

\_\_\_\_\_  
State Library, Archives & Public Records Administrator

Tod Colegrove

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sub-grantee Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title