



Alabama Public Library Service



NANCY C. PACK, Ph.D.
DIRECTOR

December 16, 2024

Foley Public Library
Kate Norris
319 East Laurel Avenue
Foley, AL 36535-2680

Dear Ms. Norris:

RE: LSTA Project Name: Library Vehicles
Project Number: 25-7-1
Amount Awarded: \$30,000

On behalf of the APLS Executive Board, I am pleased to inform you that your library has been awarded the above amount for your FY2025 LSTA project. (\$15,000.) This grant award is contingent upon all conditions and stipulations being met. An FY2025 LSTA award notification is enclosed. Please keep a copy of the award notification with your grant documents.

Your FY2025 LSTA grant contract documents are enclosed. After reviewing the contract and attachments, have your Board Chair sign all contract and certificate copies. Please note that the contract must be notarized. Please return all of the documents to APLS as soon as possible. After I have signed and approved the contract, a signed copy will be returned to you. **Do not spend any local matching funds or submit a request for LSTA funds until after you receive your contract signed by the APLS Director.**

The contract period is from **the date the contract is signed by me to June 30, 2025**. Your final request for payment will be due on **June 15, 2025**.

If you have any questions, please contact our LSTA Coordinator, Kelyn Ralya, at (800) 723-8459, extension 3976, or (334) 213-3976. Her e-mail address is kralya@apls.state.al.us.

Sincerely,

Nancy C. Pack, Ph.D.
Director

FY2025 LSTA Award Notification

Subrecipient Identification		
[City of Foley] Foley Public Library 319 East Laurel Avenue Foley, AL 36535-2680	Unique Entity Identifier (UEI): H1R1JL526DY5	EIN: 636001263
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name and Number: LSTA State Grants 45.310	Federal Award Identification Number (FAIN): LS-256805-OLS-24
Date of Federal Award to Pass-Through Entity: April 18, 2024	Total Amount of Federal Award to Pass-Through Entity: \$2,927,967.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the grantee's Five-Year State Plan for FY2023-2027 and any forthcoming amendments approved by IMLS.
Pass-Through Entity Identification		
Alabama Public Library Service 6030 Monticello Drive Montgomery, AL 36130 Nancy C. Pack, Ph.D., Director	Unique Entity Identifier (UEI): VBP7EE6M4875	TIN: 636000619
General Subaward Information		
Date of Subaward: December 11, 2024 Project Start Date: The date the contract is signed by the APLS Director Project End Date: June 30, 2025	Amount of Federal Funds Obligated by this action: \$30,000.00 Total Amount of Federal Funds Obligated to the subrecipient: \$30,000.00 Subrecipient Required Local Match Amount: \$30,000.00 Indirect Cost Rate: 0.00	Is this subaward for R&D? No Does this subaward require Federal Funding Accountability and Transparency Act (FFATA) reporting? Yes

**AGREEMENT BETWEEN THE ALABAMA PUBLIC LIBRARY SERVICE AND
LIBRARY BOARDS OF PUBLIC LIBRARY REGIONS OF ALABAMA**

The Alabama Public Library Service agrees to provide, from the funds available under the Library Services and Technology Act, a grant to Foley Public Library not to exceed \$30,000 for LIBRARY VEHICLES, Project #25-7-1.

PROVIDED:

1. The Library is in good standing and is in full compliance with the *Alabama Administrative Code* regarding the criteria necessary to receive State Aid.
2. These funds will be expended to provide library service in accordance with the project application approved by the Alabama Public Library Service which is considered a part of this contract.
3. That financial, narrative, interim, and annual reports be submitted in accordance with directions under separate cover. Records shall be kept in such a way that it will be possible for Alabama Public Library Service to determine whether the proposed program of library service is successfully carried out.
4. If the grant conditions are not complied with, the Alabama Public Library Service reserves the right to cancel this contract or revise the plan of service.
5. The financial records of the library will be made available, on request, to the federal government, Alabama Department of Examiners of Public Accounts, and/or the Alabama Public Library Service. Based upon review of these financial records, an audit of the Library System's records by a licensed certified public accountant may be required to determine the true financial status of the library.
6. The Library Board agrees to maintain a grant project record in the form prescribed by the Alabama Public Library Service and retain all records until **at least** December 31, 2031.
7. The Library Board agrees to properly manage all equipment (including replacement equipment) purchased with these funds and will meet the recordkeeping and management standards established by the Alabama Public Library Service.
8. The Library Board agrees to abide by and follow (a) all applicable rules and regulations of the U.S. Institute of Museum and Library Services, (b) the Library Services and Technology Act, and (c) the Financial Management and Administrative Policies and Procedures established by the Alabama Public Library Service pertaining to the use of the funds.
9. This agreement shall be in effect from the date the agreement is signed by the Director of the Alabama Public Library Service through **June 30, 2025**. Funds not requested by **June 15, 2025** will no longer be available unless the Alabama Public Library Service receives and approves a request for a contract extension. Contract extensions will only be granted in very unusual circumstances.

10. The following sections are attached and incorporated into this agreement:
- a. Certification Regarding Civil Rights; Debarment and Suspension; Standard Assurances
 - b. Internet Safety Certification
11. The Library Board agrees that the appropriate percentage of required matching funds shall be in cash and verifies that the required matching cash is available as of the date this agreement is signed by the Board Chair.

Foley Public Library
LIBRARY

X
BOARD CHAIR

NOTARY CERTIFICATE

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Public

APPROVED:

Director, Alabama Public Library Service

Date

CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT AND SUSPENSION; STANDARD ASSURANCES

CIVIL RIGHTS	
The grantee assures that it will comply with:	
i.	Title VI of the Civil Rights Act of 1964, as amended, 42 USC 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
ii.	Section 504 of the Rehabilitation Act of 1973, as amended, 29 USC 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal assistance.
iii.	Title IX of the Education Amendments of 1972, as amended, 20 USC 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.
iv.	The Age Discrimination Act of 1975, as amended, 42 USC 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
v.	All regulations, guidelines, and standards lawfully adopted under the above statutes by the Institute of Museum and Library Services (IMLS).

DEBARMENT AND SUSPENSION	
The grantee assures that it will comply with 2 CFR Part 3185 and certifies to the best of its knowledge that <u>neither</u> the grantee <u>nor</u> any of its principals:	
i.	Are presently excluded or disqualified;
ii.	Have been convicted within the preceding three years of any of the offenses listed in 2 CFR section 180.800(a) or had a civil judgment rendered against you for one of those offenses within that time period;
iii.	Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses listed in 2 CFR section 180.800(a); or
iv.	Have had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

**CERTIFICATION REGARDING CIVIL RIGHTS; DEBARMENT
AND SUSPENSION; STANDARD ASSURANCES**

STANDARD ASSURANCES	
The grantee hereby assures and certifies that:	
i.	It will comply with the regulations, policies, guidelines, and requirements imposed by the Institute of Museum and Library Services (IMLS) and the Alabama Public Library Service (APLS).
ii.	It has legal authority to apply for, receive, and administer the grant through a resolution, motion, or similar action that has been duly adopted or passed by an official act of their governing body.
iii.	It will establish safeguards to prohibit employees and members of the governing or policy-making bodies from making decisions that would directly or indirectly benefit them financially.
iv.	It will establish and maintain fiscal and program controls that will allow for monitoring, examination or auditing of all records that pertain to this grant by the Alabama Public Library Service (APLS), the Comptroller General of the United States, the Alabama Department of Examiners of Public Accounts or a duly designated representative.
v.	It will maintain such books and records until at least December 31, 2031.

Foley Public Library
Library

Signature of Authorized Representative

Date

**INTERNET SAFETY CERTIFICATION FOR
LSTA PROGRAMS
PROGRAM YEAR 2024 FUNDS (TO BE SPENT IN FY2025)**

1. In the period of your contract with APLS through June 30, 2025 will the library use LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet?

Yes No

2. Does the library already have in place an Internet safety policy that meets the following requirements (as provided by 20 U.S.C. Section 9134(f)(1))?

- a. A policy of Internet safety for minors that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers by minors; and
- b. A policy of Internet safety that includes the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are: (1) obscene; (2) child pornography; or (3) harmful to minors; and the library is enforcing the operation of such technology protection measure during any use of such computers.

Yes No

**Select appropriate box on next page and complete the signature
and notary sections.**

**INTERNET SAFETY CERTIFICATION FOR
LSTA PROGRAMS
PROGRAM YEAR 2024 FUNDS (TO BE SPENT IN FY2025)**

1. As its duly authorized representative, I hereby certify that the applicant library **will** use PY2024 LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet and has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act.

2. As its duly authorized representative, I hereby certify that the applicant library **will not** use PY2024 LSTA funds to purchase computers used to access the Internet or to pay for direct costs associated with accessing the Internet and that the requirements of Section 9134(f) of the Library Services and Technology Act do not apply to the applicant library.

Foley Public Library
Library

Signature of Authorized Representative

Date

STATE OF ALABAMA

COUNTY OF _____

Subscribed and sworn to before me this _____ day of _____, in the year _____.

Notary Public

Notary's commission expires: _____

LIBRARY VEHICLES

LIBRARY: Foley Public Library

Your FY2025 LIBRARY VEHICLES application was reviewed by the LSTA Advisory Council. The total possible score was 150 points. Your application received a **127.78** (**85.19%**). Each of the criteria is ranked on a scale of 0 (Poor) to 5 (Excellent) and then the score is calculated using the assigned weight measurement (2, 3, or 4).

CRITERIA	RANK	WEIGHT	SCORE
<u>Project description, purpose, target population, and benefits:</u> (20 points max) Does the project description include all of the required information?	4.33	4	17.33
<u>Basic need:</u> (20 points max) Is the need for the project clearly established and will the proposed services satisfy the need of the target population?	4.00	4	16.44
<u>Outcome(s):</u> (15 points max) Does each outcome clearly explain a change expected to occur in the target population, such as a change in their skills, attitudes, knowledge, behaviors, or life condition? Is each outcome directly related to the need?	4.44	3	13.33
<u>Activities and planning:</u> (20 points max) Are the activities clearly identified, achievable, and measurable? Does the description of each activity include needed resources? Has sufficient planning gone into the application?	4.33	4	17.33
<u>Resources:</u> (15 points max) Are the project personnel qualified to meet the needs and activities of the project? Are the proposed equipment, supplies, materials, and/or contractual services appropriate to meet the needs and activities of the project?	4.11	3	12.33
<u>Evaluation and continuation:</u> (15 points max) Does the application explain how the project will be evaluated? Are there adequate provisions for continued services? If the project will not be continued, is there an explanation?	4.33	3	13.00
<u>Budget:</u> (20 points max) Are the financial resources described adequate and appropriate? Are the items or services to be acquired stated clearly and with enough detail to be understood?	4.11	4	16.44
<u>Comparative need within a grant category:</u> (15 points max) How great is the need for the project compared to all other applications within its grant category?	4.22	3	12.67
<u>Overall application evaluation:</u> (10 points max) Is the project clearly within the intent of federal and state regulations for use of LSTA funds? Does the application present a clear and convincing case for funding of the project?	4.44	2	8.89
TOTAL SCORE:			<u>127.78</u>

SEE OTHER SIDE FOR LSTA ADVISORY COUNCIL COMMENTS

LIBRARY VEHICLES

COMMENTS FROM LSTA ADVISORY COUNCIL:

N/A