

LSTA Subgrant Agreement
<Project name> <LSTA coding>

This is an agreement, made and executed on < date> by and between <Library Name>, referred to as “the Library,” and the State Library of Kansas, referred to as the “State Library.”

The State Library will utilize funding from the Institute of Museum and Library Services (IMLS) Library Services and Technology Act (LSTA) for this subgrant.

Amount of Federal Funds Obligated by this Action: <\$award amount>

Federal Award Identification Information required by 2 CFR 200.331
Federal Award ID number: LS-00-19-0017-19
Federal Award Date: January 11, 2019
Grant Award Period Start and End Date: October 1, 2018 – September 30, 2020

Federal Award Project Description as required by FFATA: LSTA State Grants
Contact information for awarding official: Megan Schulz, LSTA, Research and Statistics Coordinator, State Library of Kansas, 300 SW 10th Ave, Rm 312N, Topeka, KS 66612, 785-296-2008, Megan.Schulz@ks.gov.
CFDA Name/Number: LSTA State Grants / 45.310
This award is not R&D

OFFICE USE ONLY	
SLK Approval: _____	Date: _____
Program: 01030	Funding Code: 3257 Budget Unit: 3000
Project: <coding>	Supplier: <coding>
Activity: <coding>	Description: <coding>
Agency Use: <coding>	

The State Library of Kansas and its subrecipients, as recipients of federal funds through the federal Library Services and Technology Act (LSTA), are required to follow the guidance of the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Parts 200 and 3187 (Supercircular))*. The guidelines require subrecipients to meet certain requirements and follow certain processes, including those listed below.

In consideration of receiving the above referenced grant funds, it is mutually understood and agreed that:

1. The Library accepts and will administer a LSTA subgrant from the State Library in the amount listed above for costs associated with the project represented in the Library’s project documentation (grant application, grant award letter, fact sheet and/or any amendments thereto). The Library shall repay to the State Library all moneys lost or diverted to purposes other than those stated within the project documentation.
2. Subgrant money shall be payable to the Library upon receipt of the moneys to the State Library through LSTA. If funds are not received by the State Library, this contract shall be void and the obligations of both parties of this agreement shall be terminated. The Provisions found in Contractual Provisions Attachment (Form DA-146a, Rev. 04-11), which is attached, are incorporated in this contract and made a part thereof. Form DA-146a is to be dated by the Library and returned with this signed agreement.
3. The attached document entitled “Federal Requirements, Assurances and Certifications for LSTA Subrecipients” is incorporated in this contract and made a part thereof.
4. The Library will inform the State Library on the progress of project activities as defined in the project documentation. The State Library will assist the Library as appropriate and necessary with the implementation of this project and provide

monitoring and oversight through a combination of periodic emails, calls, visits, and review of reimbursement requests and reports.

5. The Library will encumber and expend project funds and submit grant reimbursement requests with appropriate documentation of eligible project expenditures as defined in the project documentation, in accordance with all applicable local, state and federal laws and regulations, only upon or after the effective date of this grant agreement and before **September 30, 2017**. The Library will expend project funds in a manner that ensures free and open competition.

6. Acknowledgment of funding will list the Institute of Museum and Library Services (IMLS) in all related publications and activities in conjunction with the use of the grant funds and/or on items purchased with grant funds as follows: "This project is made possible by the State Library of Kansas and the Institute of Museum and Library Services." Failure to properly acknowledge IMLS may result in the loss of eligibility for future subgrants and be required to immediately return awarded funds.

7. The Library will certify upon completion of the grant that grant funds were received, used, and expended for the purposes for which they were granted by submitting a final report to the State Library by **<date>**, providing a description of project expenditures, a narrative of project activities, evaluative elements, and other elements required by the State Library as mentioned in the project documentation.

8. All records of the Library for the project must be maintained separately from those of other projects. Accounting records should be supported by source documentation such as canceled checks, paid invoices, and payrolls. Copies of contracts/agreements and additional assurances should also be kept. Records must be retained for **three** years after the last year of the current LSTA State Plan for Kansas. Grant documents from the 2013-2017 federal grant years must be maintained through December 31, 2021. These records are to be retained by the Library and not sent to the State Library.

9. The State Library will report these LSTA grant funds as Federal Government Revenue, on behalf of the Library, within the annual Kansas Public Library Survey/State Report.

10. The State Library will report on this project to the federal funding agency, the Institute of Museum and Library Services, and the State of Kansas Department of Administration, Office of the Chief Financial Officer in accordance with all applicable federal and state requirements.

THIS AGREEMENT is in effect upon signing by all parties. It may be amended, if necessary, upon the mutual acceptance of a written amendment to this agreement signed and dated by the Library and the State Library.

X _____
Signature

Date

Printed Name

X _____
Signature, Eric W. Norris, State Librarian

Date

Eric W. Norris _____
Printed Name

Please sign and return **on or before <date>**: by library courier (State Library), email Megan.Schulz@ks.gov or mail State Library of Kansas, ATTN: Megan Schulz, 300 SW 10th Ave, Rm 312N, Topeka, KS 66612