



## Official Grant Award Notification

### Grantee Information

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Organization Name: Friends of the St Paul Public Library  
Identified Official with Authority Name and Title: Beth Burns, President  
Address: 1080 Montreal Ave #2  
City/State/ZIP+4: St Paul MN 55116  
Phone and Email: 651-222-3242, beth@thefriends.org

### Grantee Project Staff

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Program Contact Name: Rebecca Ryan  
Phone and Email: 651-266-7419, rebecca.ryan@ci.stpaul.mn.us  
Business Manager or Accountant Name: Amy Zimmer  
Phone and Email: 651-222-3242, amy@thefriends.org

### Grant Project Title: Library Services Technology Act Grants

Single Source ☐ Yes ☒ No

### Funding/Encumbrance Information

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GMS NUMBER:

SWIFT Contract Number: 148135

SWIFT Vendor Number: 0000254790

Purchase Order Number: 3000018867

Funding Source/Legislative Authority: State of MN  
Library Services Technology Act Five-Year Plan  
2018-2022

Federal Award Number: LS-00-18-0024-18

Federal Award Year: 2018

Federal CFDA Number: 45.310

Grantee DUNS Number: 825068901

UFARS Finance Code Number: 01 F499

State Fiscal Year: SFY2019

Fund: 3000

FinDeptID: E373C160

AppropID: E370670

Account: 441 302

PC Bus Unit: E3701

Project ID: E3706718

Activity ID: C

Source: REIMB

Amount: \$99,731.10

(should equal total award)

## Award Period

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Start Date: September 26, 2018

End Date: September 30, 2019

Continuation grant awards \_\_\_ are / \_\_X\_\_ are not an option.

**Original/Initial Award: \$99,731.10**

### MDE Authorized Representative

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Name: Leah Larson

Division: Library Services

Phone: 651-582-8604

Email: leah.larson@state.mn.us

### Grant Specialist

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Name: Deb Rose

Division: Grant Services

Phone: 651-582-8853

Email: debra.rose@state.mn.us

## Terms of Acceptance

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This award is made with respect to the terms and conditions of the application materials for the identified grant project under which the grantee has an approved application and has agreed to the assurances, which are incorporated by reference herein. These materials are referred to as the "Application" throughout this Official Grant Award Notification (OGAN). By accepting this award the grantee agrees to comply with all provisions of the award including all assurances and certifications made in the Application and all applicable state or federal statutes, regulations and guidelines. The grantee agrees to administer the program in accordance with the approved Application, budget, timelines, and other supplemental information submitted in support of the approved Application. All terms not defined below are as set forth in the Application.

### 1. PURPOSE OF FUNDING/GRANT

☒ Sub-goal A2: Reducing Barriers to Access Grant Making

Reducing Barriers to Access Grant Making will provide opportunities for local communities to identify barriers to access and develop innovative responses that improve access to library services, programs, and/or materials.

☐ Sub-goal C3: Promoting Equity through Grant Making

Local libraries have a tremendous opportunity to address issues of equity and inclusion in services, programs, and staffing. Promoting Equity through Grant Making provides resources for local, regional, or statewide projects that address concerns about equity in library services, programs, staffing, and/or operations. The intent is to increase equity and inclusion in libraries and to contribute to the diversification of library staff.

☐ Sub-goal E2: Advancing Digital Literacy through Grant Making

*Advancing Digital Literacy through Grant Making* is designed to provide local libraries an opportunity to identify and address the need for digital literacy in the community. Knowing that baseline digital literacy is a key to academic and workforce success, and that advanced skills, such as coding, are becoming common place, this project will spur innovative ideas for helping people of any age to gain fluency in this new area of literacy. Grant opportunities will support innovative approaches to digital inclusion, particularly those targeting tribal, rural, and other underserved communities.

## PROGRAM REPORTING

**Interim Progress Reports (IPR)**, summarizing grant activities and outcomes, including any data collected/requested related to the grant program, are due to MDE, as follows:

IPR must be received by April 30, 2019 for activities occurring for the grant period of October 1, 2018 – March 31, 2019.

## 2. FINANCIAL REPORTING

**Financial Reporting Forms (FRF)** summarizing grant expenditures to date, shall be submitted in the form and manner prescribed by MDE, as follows:

- a) FRFs must be received according to the schedule below reporting expenditures incurred for the period

September 26, 2017 – December 31, 2018	Due January 31, 2019
January 1, 2019 – March 31, 2019	Due April 30, 2019
April 1, 2019 – June 30, 2019	Due July 31, 2019
July 1, 2019 – September 30, 2019	Due October 31, 2019
- b) If this grant goes beyond the state fiscal year end date of June 30 or ends June 30 of that state fiscal year, all expenditures incurred through June 30 must be submitted by July 15 of that same state fiscal year.
- c) Expenditures incurred on or after July 1 must be submitted on a new and separate FRF.
- d) Reimbursement of approved expenditures will be made based on expenditures reported on the FRF. Reimbursement for expenditures deemed allowable, allocable and reasonable will be made within 30 days of receipt of a request. Payments are subject to review of supporting documentation, if requested. The state reserves the right to withhold payment for any reimbursement request deemed to be in question of being allowable, allocable and reasonable, or for which adequate supporting documentation does not exist.

- e) Reimbursement requests may be submitted no more frequently than once per month and no less frequently than quarterly unless otherwise stated in this OGAN.
- f) Grantees must track the grant budget and record expenditures and reimbursement payments separately from their other organization budgets.

### **3. FINANCIAL RECONCILIATION/MONITORING AND SUPPORTING DOCUMENTATION**

- a) **A financial reconciliation or desk review** of reported expenditures to supporting documentation will occur at least once during the award period on grants that exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line item expenditures based on a financial reporting form (FRF) submitted by the grantee.
- b) In the event **a monitoring visit(s)** is required by MDE, the grantee shall cooperate with MDE and shall comply with MDE's request for documentation and other information, before, during and/or after the visit(s).
- c) Financial documentation to support expenditures incurred under this award must be maintained by the grantee and provided to MDE upon request.

### **4. FINAL PROGRAM AND FINANCIAL REPORTING**

**Final Program and Financial Reporting Forms** are due by October 30, 2019. Final reporting may include, but is not limited to, the following items:

- a) A final program report summarizing activities completed, as requested by MDE, along with supporting data requested by the program staff or federal or state funding.
- b) Final Financial Reporting Form (FRF) with a budget narrative describing expenditures.
- c) Expenditure detail report, such as general ledger, from accounting system.

### **5. BUDGET AND/OR WORK PLAN REVISIONS**

The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10 percent of the total grant award available for expenditure during the grant period. Total budget line item deviations exceeding 10 percent of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line item changes that exceed 10 percent of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE.

### **6. CANCELLATION**

- a) **Cancellation With or Without Cause.** An award contract may be cancelled by the state at any time, with or without cause, upon thirty (30) days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed and for approvable expenditures.
- b) **Cancellation Due to Discontinued or Insufficient Funding.** It is expressly understood and agreed that in the event the funding to the state from Federal sources or appropriations by the Minnesota Legislature are not obtained and/or continued at an aggregate level sufficient to allow for the grantee's program to continue operating, the grant shall immediately be terminated upon written notice by the state to the grantee. The state is not obligated to pay for any services that are provided after notice and effective date of termination. However, the grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed and approvable expenditures incurred prior to termination to the extent that funds are available. The state will not be assessed any penalty if the grant is terminated because of a decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The state must provide the grantee notice within a reasonable time of the state receiving notice.
- c) **Cancellation Due to Failure to Comply.** The state may cancel an award contract immediately if the state finds that there has been a failure to comply with the provisions of an award, that reasonable progress has not been made or that the purposes for which the funds were awarded/granted have not been or will not be fulfilled. The state may take action to protect the interests of the state of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.
- d) **Termination of Grant.** This grant agreement which is subject to Minnesota Statutes, sections 16B.97 and 16B.98 will be terminated if:
  - 1) the recipient is convicted of a criminal offense relating to a state grant agreement; or
  - 2) the agency entering into the grant agreement or the commissioner of administration determines that the grant recipient is under investigation by a federal agency, a state agency, or a local law enforcement agency for matters relating to administration of a state grant.

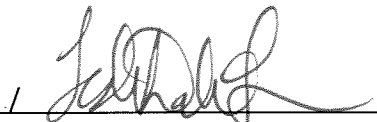
## 8. AMENDMENTS

Any amendments to this award shall be in writing and shall be executed by the same parties who executed the original award, or their successors. An amendment must be requested 45 days prior to the end date of the award period and is valid and effective upon written approval from the MDE authorized representative or their delegate. *No amendments will be considered on expired grant awards.*

## MDE Signatures


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I, the Authorized Representative, acknowledge by signing below that I have reviewed all documentation and documents related to this award to ensure that adequate oversight and appropriate internal controls to properly administer grant funds have been measured.

Leah Larson   
**Authorized Representative Name and Signature**

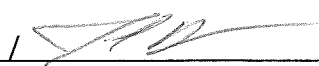
9/19/18  
Date

I, the division director, by signing below verify that agency policies and procedures were followed in the awarding of this grant and do hereby approve this award and attest to the Authorized Representative's review of said documentation and documents related to this award.

Jennifer R. Nelson   
**Division Director Name and Signature**

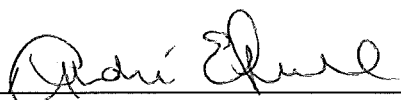
9-19-18  
Date

I hereby certify that funds have been encumbered as required by Minnesota Statutes, section 16A.15 and 16C.05. *(Signature is for current fiscal year only.)*

JOEL BECKER   
**Encumbrance Agent Name and Signature**

9-21-18  
Date

As representative of the Minnesota Department of Education, I hereby certify that this award notification and release of funds are therefore approved, legal, binding and valid.

Andre Prah   
**Authorized Representative Name and Signature**

9/24/18  
Date