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STATE OF NEW HAMPSHIRE
DEPARTMENT of NATURAL and CULTURAL RESOURCES
NH STATE LIBRARY

20 Park Street CONCORD, NEW HAMPSHIRE 03301
Phone: (603) 271-2393 Fax: (603) 271-6826

June 29, 2021

His Excellency, Governor Christopher T. Sununu
and the Honorable Executive Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Natural and Cultural Resources, State Library, to award American Rescue Plan Act (ARPA) sub-grants to the 2 Library's shown on the attached list for a total amount of $24,021 to promote continuous improvement in library services to better serve the people of New Hampshire upon Governor and Executive Council approval through December 31, 2022. 100% Federal Funds.

Funding is available in account, State Library IMLS ARPA Grant, as follows:

		FY 2022
03-035-035-350010-24470000-072-502626	– Grants Federal	$24,021

EXPLANATION

The State Library's ARPA Grant is to be used by the Nashua and Manchester City Library's to promote continuous improvement in library services in all types of libraries to better serve the people of New Hampshire.

The Nashua Public Library will purchase 7 individual study tables from Tucker Library Interiors for customers to use in the adult area of the building. These will replace the oak study tables and allow the Nashua Public Library to offer patron seating in the building that complies with social distancing protocols recommended by the CDC and public health authorities.

The Manchester City Library will use the funds to lease two secure charging stations from Veloxicity for patrons to use while visiting the library, and purchase new chairs from Demco for their largest meeting room. Charging stations that are easy to use yet secure are highly needed by visitors and others in Manchester and subsequent costs in future years will be funded at least in part by the Manchester City Library Foundation. The current meeting room chairs are over 30 years old and upholstered, which is hard to keep clean and sanitary with COVID cleaning protocols.

The Attorney General's office has approved the attached sample agreement as to form and substance, and will approve the actual agreements with the Library's as to execution. Once approved, copies of the agreements will be kept on file at the agency.

Respectfully submitted,

(SM)

Sarah Stewart

Sarah L. Stewart
Commissioner

State Library IMLS ARPA Grant Awards			
Library Name	Application #	Vendor Code	Grant Amount
Nashua Public Library	20515047	177441	$10,806
Manchester Public Library	20521218	166708	$13,215
		Total Awards:	$24,021

FY2021 LSTA ARPA Award Notification – NH State Library, Formulaic Sub-grant Round #1

Subrecipient Identification		
Nashua Public Library 2 Court Street Nashua, NH 03060	Unique Entity Identifier: DUNS or SAM.gov 120296850	Submittable application number: 20515047
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name & Number: LSTA ARPA State Grants 45.310	Federal Award Identification Number (FAIN): LS-250225-OLS-21
Date of Federal Award to Pass-Through Entity: April 8, 2021	Total Amount of Federal Award to Pass-Through Entity: $2,297,692.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the NH State Library's Five-Year State Plan for FY 2017-2022 and any forthcoming amendments approved by IMLS
Pass-Through Entity Identification		
New Hampshire State Library 20 Park Street Concord, NH 03301 Michael York, State Librarian	Unique Entity Identifier (DUNS or SAM.gov): SAM.gov VK4FBCUEMF56	TIN: 026000618
General Subaward Information		
Date of Subaward: 6/21/2021 End of Sub-grant #1 period: 8/31/2021 IMLS ARPA end date: 9/30/2022	Amount of Federal Funds Obligated by this action: **$10,806.00** Total amount of Federal Funds Obligated to the Subrecipient: $10,806.00	Funds disbursement: ☐ Advance ☒ Reimbursement Jennifer McCormack Nashua Public Library 2 Court Street Nashua, NH 03060
For DNCR accounting use only: 24470000, class 72, 502626, 358ARPA21		

Title **0039** 06/09/2021

by **Jennifer McCormack** in **NHSL IMLS ARPA Formulaic Subgrant #1 FY21** id. 20515047

jennifer.mccormack@nashualibrary.org

Original submission

06/09/2021

Grant Term: through 8/31/2021	**This subgrant opporunity begins after state approvals have been obtained, and goes through 8/31/2021 (monies need to be spent by that date). Funds can be applied to purchases that are approved grant activities/priorities made after 3/15/2021. Receipts/invoices MUST reflect a date between 3/15/2021 and 8/31/2021. Complete this applications using the guidelines found here.**
Library Name	**Nashua Public Library**
Name of Fiscal Agent (only fill in if your library is using a Friends or Foundation DUNS number)	n/a
Mailing Address - Number & Street	**2 Court St.**
Town	**Nashua**
Zip Code	**03060**
Name of Main Contact Person for Grant Communications	**Jennifer McCormack**
Phone Number	**+1 603 589 4620**
Email Address for all Grant Correspondence	**jennifer.mccormack@nashualibrary.org**
Indicate whether you are applying with a DUNS number of SAM.gov Unique Entity Identifier (UEI):	**DUNS number**

DUNS Number or UEI Number:	**120296850**
Formulaic Grant Amount for your Library	**10805**
Section 2: NHSL LSTA 5 Year Plan Activities & Federal IMLS ARPA Grant Priorities identification	**Please review the information found in the pdf document, NHSL LSTA 5 Year Plan Goals/Activities & IMLS ARPA Funding Priorities. Identify at least ONE State activity and ONE federal grant priority which most closely represents your project. If you have more than one aspect of your project that fits more than one state activity/federal priority, please select all that apply.**
NHSL LSTA 5 Year Plan Activities	**Facilitate and manage access to a variety of online databases - Equity of Access**
Federal IMLS ARPA Funding Priorities	**Provide rapid emergency relief to libraries across the country, allowing them to safely respond to the pandemic and implement public health protocols**
If you have additional NHSL LSTA activities that are reflected by your project activities, enter those activities below.	n/a
Project Budget for Grant Funds	**Please make sure that items in your project budget are allowable costs as listed in the IMLS Tip Sheet for Allowable Costs. Construction costs are NOT allowable for any IMLS LSTA ARPA grants. Construction is defined as anything that dramatically alters the structure of the library/grounds.**
Project Budget for Grant Funds Table	**4d0353e1-2057-455f-9621-4367e3bcadbd.xlsx**
Does any single item being purchased with grant funds cost $2500 or more?	**No**
Does any single item being purchased with grant funds cost $5000 or more?	**No**

Is the library receiving any additional matching funds from an OUTSIDE ORGANIZATION to carry out the activities/project for this grant? If yes, please provide a list of partners and the dollar amounts they are contributing to the project.	**Nashua Public Library**

Please upload a 1 page pdf Project Narrative that includes items listed in the description.

ARPA_round_one_narrative_summary.pdf

Funds Disbursement	**Funds for this subgrant may be requested in one of two ways:** **ADVANCE - only request this disbursement if you are able to spend ALL of your grant award for items purchased on or after 3/15/2021, and within 30 days of your dated grant award notification email, or by approximately 7/21/2021.** **REIMBURSEMENT - choose this if the library will receive an invoice for the project activities after mid-July but before 8/31/2021, OR if only part of your grant funds are expended by mid-July. The library will submit their receipts/invoices with the NHSL Subgrant Reimbursement form in order to receive the money. The reimbursement form is available on the NHSL ARPA web page. Note that if your library does not submit the reimbursement form and associated receipts/invoices by 11:59 pm on 8/31/2021, the library forfeits their grant funds for this first sub-grant round.**
My library wants to receive the grant funds by:	**Reimbursement**
Federal Grant Assurances	**Please review the following grant assurances documents before checking the box agreeing to their terms:** **OMB-Approved Assurances for Non-Construction Programs** **IMLS Acknowledgement Requirements** **IMLS Assurances and Certifications for 2021 Grant Awards (sections F, G, H, I, J, and L).**

IMLS Internet Safety Certification - CIPA Requirements

CIPA_form.pdf

On behalf of my organization, I agree that we will uphold the above federal assurances and will take any measures necessary to comply with them.	**true**
State Grant Assurances	**Please review the following New Hampshire laws before checking the box agreeing to uphold their requirements:** **NH RSA 91-A, New Hampshire's Right-to-Know law** **NH RSA 281-A, New Hampshire's Worker's Compensation law**
My library or the fiscal agent listed on this grant application is a non-profit entity registered with the State of New Hampshire	**No**
A Certificate of Good Standing is required if your library or fiscal agent is a non-profit.	n/a
On behalf of my organization, I agree that we will uphold the above state laws and requirements, and will take any measures necessary to comply with them.	**true**

Project Evaluation/Final Reporting Assurances & Requirements	**By signing and submitting this grant application/agreement, the official authorized to enter into contracts for the organization agrees to the following evaluation/final report requirements:** **1. Library must submit a final report that evaluates the funded activity and provides actual expense figures by 9/30/2021. Failure to submit this report will make the organization ineligible to apply for any other NHSL grant for 3 years following the date that the report was due. In rare instances an extension may be granted through a written request to the Assistant State Librarian prior to the final report due date of 9/30/2021.** **2. Library must submit 1-5 clearly labeled images with their final report that reflects the funded grant activity. These photographs should be of sufficient quality to be used in NH State Library publications, presentations, and reports. By submitting images the Grantee assures that all appropriate photo releases have been obtained. More information about labeling these images will be available in the Final Report Guidelines.** **3. Physical evidence of documented credit given to the NH State Library and the Institute of Museum and Library Services for the grant project will be required in the Final Report. This may include printed materials, web site page links, etc.** **4. Any deviation from the project budget (10% or higher) or narrative provided in this application will be documented by a request in writing for a program amendment to the Assistant State Librarian using a form available on the NHSL ARPA web page prior to 8/10/2021. Requests received after that date will be considered on a case-by-case basis.** **5. All records related to this grant award will be maintained by the grantee through December 31, 2026.** **6. This sub-grant may be terminated by written notice and mutual agreement of both parties.**
Signature/Authorization	**I agree that all of the information provided in this grant application is true and correct to the best of my knowledge, and that I have the legal authority to enter into this grant agreement with the New Hampshire State Library from the governing body of the library listed at the top of this application.**
Name of Authorized Signer	**Jennifer McCormack**
Title of Authorized Signer	**Director**
Date of Submission	**06/09/2021**

FY2021 LSTA ARPA Award Notification – NH State Library, Formulaic Sub-grant Round #1

Subrecipient Identification		
Manchester City Library Foundation 405 Pine Street Manchester, NH 03104	Unique Entity Identifier: DUNS or SAM.gov 118065147	Submittable application number: 20521218
Federal Award Identification		
Institute of Museum and Library Services Washington, DC	CFDA Name & Number: LSTA ARPA State Grants 45.310	Federal Award Identification Number (FAIN): LS-250225-OLS-21
Date of Federal Award to Pass-Through Entity: April 8, 2021	Total Amount of Federal Award to Pass-Through Entity: $2,297,692.00	IMLS provides this grant support pursuant to 20 USC §9101 et seq. and as identified in the NH State Library's Five-Year State Plan for FY 2017-2022 and any forthcoming amendments approved by IMLS
Pass-Through Entity Identification		
New Hampshire State Library 20 Park Street Concord, NH 03301 Michael York, State Librarian	Unique Entity Identifier (DUNS or SAM.gov): SAM.gov VK4FBCUEMF56	TIN: 026000618
General Subaward Information		
Date of Subaward: 6/21/2021 End of Sub-grant #1 period: 8/31/2021 IMLS ARPA end date: 9/30/2022	Amount of Federal Funds Obligated by this action: **$13,215.00** Total amount of Federal Funds Obligated to the Subrecipient: $13,215.00	Funds disbursement: ☒ Advance ☐ Reimbursement Denise Van Zanten Manchester City Library Foundation 405 Pine Street Manchester, NH 03104
For DNCR accounting use only: 24470000, class 72, 502626, 358ARPA21		

Title **0043** 06/10/2021

by **Denise van Zanten** in **NHSL IMLS ARPA Formulaic Subgrant #1 FY21** id. 20521218

dvanzant@manchesternh.gov

Original submission

06/10/2021

Grant Term: through 8/31/2021	**This subgrant opporunity begins after state approvals have been obtained, and goes through 8/31/2021 (monies need to be spent by that date). Funds can be applied to purchases that are approved grant activities/priorities made after 3/15/2021. Receipts/invoices MUST reflect a date between 3/15/2021 and 8/31/2021. Complete this applications using the guidelines found here.**
Library Name	**Manchester City Library**
Name of Fiscal Agent (only fill in if your library is using a Friends or Foundation DUNS number)	**Manchester City Library Foundation**
Mailing Address - Number & Street	**405 Pine Street**
Town	**Manchester**
Zip Code	**03104**
Name of Main Contact Person for Grant Communications	**Denise van Zanten**
Phone Number	**+1 603 624 6550**
Email Address for all Grant Correspondence	**dvanzant@manchesternh.gov**
Indicate whether you are applying with a DUNS number of SAM.gov Unique Entity Identifier (UEI):	**DUNS number**

DUNS Number or UEI Number:	**118065147**
Formulaic Grant Amount for your Library	**13215.00**
Section 2: NHSL LSTA 5 Year Plan Activities & Federal IMLS ARPA Grant Priorities identification	**Please review the information found in the pdf document, NHSL LSTA 5 Year Plan Goals/Activities & IMLS ARPA Funding Priorities. Identify at least ONE State activity and ONE federal grant priority which most closely represents your project. If you have more than one aspect of your project that fits more than one state activity/federal priority, please select all that apply.**
NHSL LSTA 5 Year Plan Activities	**Introduce new and existing technologies to libraries - Equity of Innovation**
Federal IMLS ARPA Funding Priorities	**Support library services that meet the needs of communities throughout the U.S., including costs such as personnel, technology, training, materials, supplies, and equipment**
If you have additional NHSL LSTA activities that are reflected by your project activities, enter those activities below.	n/a
Project Budget for Grant Funds	**Please make sure that items in your project budget are allowable costs as listed in the IMLS Tip Sheet for Allowable Costs. Construction costs are NOT allowable for any IMLS LSTA ARPA grants. Construction is defined as anything that dramatically alters the structure of the library/grounds.**

Project Budget for Grant Funds Table

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Does any single item being purchased with grant funds cost $2500 or more?	**Yes**
Does any single item being purchased with grant funds cost $5000 or more?	**Yes**

Is the library receiving any additional matching funds from an OUTSIDE ORGANIZATION to carry out the activities/project for this grant? If yes, please provide a list of partners and the dollar amounts they are contributing to the project.	**n/a**

Please upload a 1 page pdf Project Narrative that includes items listed in the description.

Narrative_for_ARPA_Sub_Grant_Part_I.pdf

Funds Disbursement	**Funds for this subgrant may be requested in one of two ways:** **ADVANCE - only request this disbursement if you are able to spend ALL of your grant award for items purchased on or after 3/15/2021, and within 30 days of your dated grant award notification email, or by approximately 7/21/2021.** **REIMBURSEMENT - choose this if the library will receive an invoice for the project activities after mid-July but before 8/31/2021, OR if only part of your grant funds are expended by mid-July. The library will submit their receipts/invoices with the NHSL Subgrant Reimbursement form in order to receive the money. The reimbursement form is available on the NHSL ARPA web page. Note that if your library does not submit the reimbursement form and associated receipts/invoices by 11:59 pm on 8/31/2021, the library forfeits their grant funds for this first sub-grant round.**
My library wants to receive the grant funds by:	**Advance payment**
Federal Grant Assurances	**Please review the following grant assurances documents before checking the box agreeing to their terms:** **OMB-Approved Assurances for Non-Construction Programs** **IMLS Acknowledgement Requirements** **IMLS Assurances and Certifications for 2021 Grant Awards (sections F, G, H, I, J, and L).**

IMLS Internet Safety Certification - CIPA Requirements

CIPA.pdf

On behalf of my organization, I agree that we will uphold the above federal assurances and will take any measures necessary to comply with them.	**true**
State Grant Assurances	**Please review the following New Hampshire laws before checking the box agreeing to uphold their requirements:** **NH RSA 91-A, New Hampshire's Right-to-Know law** **NH RSA 281-A, New Hampshire's Worker's Compensation law**
My library or the fiscal agent listed on this grant application is a non-profit entity registered with the State of New Hampshire	**Yes**

A Certificate of Good Standing is required if your library or fiscal agent is a non-profit.

Manchester_City_Library_Foundation_-_Cert._of_Revival_-_Filed_8-19-2020.pdf

On behalf of my organization, I agree that we will uphold the above state laws and requirements, and will take any measures necessary to comply with them.	**true**

Project Evaluation/Final Reporting Assurances & Requirements	**By signing and submitting this grant application/agreement, the official authorized to enter into contracts for the organization agrees to the following evaluation/final report requirements:** **1. Library must submit a final report that evaluates the funded activity and provides actual expense figures by 9/30/2021. Failure to submit this report will make the organization ineligible to apply for any other NHSL grant for 3 years following the date that the report was due. In rare instances an extension may be granted through a written request to the Assistant State Librarian prior to the final report due date of 9/30/2021.** **2. Library must submit 1-5 clearly labeled images with their final report that reflects the funded grant activity. These photographs should be of sufficient quality to be used in NH State Library publications, presentations, and reports. By submitting images the Grantee assures that all appropriate photo releases have been obtained. More information about labeling these images will be available in the Final Report Guidelines.** **3. Physical evidence of documented credit given to the NH State Library and the Institute of Museum and Library Services for the grant project will be required in the Final Report. This may include printed materials, web site page links, etc.** **4. Any deviation from the project budget (10% or higher) or narrative provided in this application will be documented by a request in writing for a program amendment to the Assistant State Librarian using a form available on the NHSL ARPA web page prior to 8/10/2021. Requests received after that date will be considered on a case-by-case basis.** **5. All records related to this grant award will be maintained by the grantee through December 31, 2026.** **6. This sub-grant may be terminated by written notice and mutual agreement of both parties.**
Signature/Authorization	**I agree that all of the information provided in this grant application is true and correct to the best of my knowledge, and that I have the legal authority to enter into this grant agreement with the New Hampshire State Library from the governing body of the library listed at the top of this application.**
Name of Authorized Signer	**Denise M van Zanten**
Title of Authorized Signer	**Library Director**
Date of Submission	**06/10/2021**

Grant #_____
Vendor Code #_____

New Hampshire Department of Natural and Cultural Resources
State Library IMLS ARPA Grant Agreement

This agreement between the **State Library** (hereinafter "Grantor") and [ ] (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

1. GRANT PERIOD: [ ]

2. OBLIGATION OF THE GRANTEE:

   - The Grantee agrees to accept $ XXX and apply it to the project(s) or program(s) described in the grant application. In the performance of this grant agreement the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

   - The Grantee agrees to abide by the limitations, conditions, and procedures outlined in the application. If appropriated funds for this grants program are reduced or terminated, all payments under this grant shall cease.

3. PAYMENT will be made following the receipt and execution of all required documents, and review and approval by the Commissioner of the Department of Natural and Cultural Resources or designee, NH Attorney General's Office, and Governor and Executive Council (as appropriate).

4. FINAL REPORT: The Grantee agrees to submit a final financial and narrative report in a format provided by the Grantor no more than 30 days after the end of the grant period.

5. SOVERIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

IN WITNESS WHEREOF, the parties hereto have set their hands as of the day and year written.

FOR THE GRANTEE:

Name: _____

Address: _____

_____

_____
Authorized Signature Date

FOR THE GRANTOR:

_____
Sarah L. Stewart, Commissioner Date
Dept. of Natural and Cultural Resources

Approved as to form, substance and execution:

_____
Office of Attorney General Date