

**SUBJECT:** AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ACCEPTING AND APPROPRIATING \$26,680 FROM THE ALASKA STATE DIVISION OF LIBRARIES, ARCHIVES AND MUSEUMS EASY AMERICAN RESCUE PLAN ACT GRANT FOR LIBRARIES GRANT PROGRAM TO THE FIVE BOROUGH LIBRARIES, FOR THE PURPOSE OF PANDEMIC RELATED HEALTH AND SAFETY SUPPLIES AND PROGRAM SUPPLIES; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR EACH LIBRARY'S AWARDED GRANT FUNDS.

**AGENDA OF:** January 18, 2022

**ASSEMBLY ACTION:**

*Adopted without objection. 02.01.22 KBT*

**MANAGER RECOMMENDATION:** For information only.

**APPROVED BY MICHAEL BROWN, BOROUGH MANAGER:** 

Route To:	Department/Individual	Initials	Remarks
	Originator - Jill Irsik	<i>Jil</i>	
	Community Development Director	<i>EP</i>	
	Finance Director	<i>KR/PO-CH</i>	
	Borough Attorney	<i>NS</i>	
	Borough Clerk	<i>CPM 1/10/22</i>	

**ATTACHMENT(S):** Fiscal Note: YES ☒ NO ☐  
Award Letters and Grant Agreements (35 pp)  
Ordinance Serial No. 22-012 (2 pp)  
Resolution Serial No. 22-008 (4 pp)

**SUMMARY STATEMENT:**

The State of Alaska, Division of Libraries, Archives and Museums announced the availability of grant funding for libraries under the American Rescue Plan Act.

These non-competitive grants of up to \$6,000 can be used by individual libraries, archives, and museums to buy supplies and equipment to respond to Covid impacts.

**RECOMMENDATION OF ADMINISTRATION:** Staff respectfully requests the Assembly accept and appropriate \$26,680.00 from Alaska State Division of Libraries, Archives and Museums Easy American Rescue Plan Act Grant for Libraries Grant Program to the five borough libraries, Project No. 20403, Fund 480; and approve the scope of work and budget.

MATANUSKA-SUSITNA BOROUGH  
FISCAL NOTE

Agenda Date: January 18, 2022

SUBJECT: AN ORDINANCE OF THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY ACCEPTING AND APPROPRIATING \$26,680 FROM THE ALASKA STATE DIVISION OF LIBRARIES, ARCHIVES AND MUSEUMS EASY AMERICAN RESCUE PLAN ACT GRANT FOR LIBRARIES GRANT PROGRAM TO THE FIVE BOROUGH LIBRARIES, FOR THE PURPOSE OF PANDEMIC RELATED HEALTH AND SAFETY SUPPLIES AND PROGRAM SUPPLIES; AND A RESOLUTION APPROVING THE SCOPE OF WORK AND BUDGET FOR EACH LIBRARY'S AWARDED GRANT FUNDS.

ORIGINATOR: Jill Irisk

FISCAL ACTION (TO BE COMPLETED BY FINANCE)	FISCAL IMPACT <u>YES</u> NO
AMOUNT REQUESTED <u>\$26,680</u>	FUNDING SOURCE <u>Grant</u>
FROM ACCOUNT #	PROJECT
TO ACCOUNT: <u>480-000-000 3xx.xxx</u>	PROJECT # <u>20403</u>
VERIFIED BY: <u>Jill Irisk</u>	CERTIFIED BY:
DATE: <u>1/16/22</u>	DATE:

EXPENDITURES/REVENUES:

(Thousands of Dollars)

OPERATING	FY2021	FY2022	FY2023	FY2024	FY2025	FY2026
Personnel Services						
Travel						
Contractual						
Supplies						
Equipment						
Land/Structures						
Grants, Claims						
Miscellaneous						
TOTAL OPERATING						

CAPITAL						
---------	--	--	--	--	--	--

REVENUE						
---------	--	--	--	--	--	--

FUNDING:

(Thousands of Dollars)

General Fund						
State/Federal Funds		<u>26.7</u>				
Other						
TOTAL		<u>26.7</u>				

POSITIONS:

Full-Time						
Part-Time						
Temporary						

ANALYSIS: (Attach a separate page if necessary)

PREPARED BY:

DEPARTMENT:

APPROVED BY:

PHONE:

DATE:

DATE:

IM No .22-020  
Ordinance Serial No. 22-012  
Resolution Serial No. 22-008





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Education  
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

November 2, 2021

Anya Kean  
Big Lake Public Library  
PO Box 520829  
Big Lake, AK 99623

Dear Anya,

Congratulations! The State Library has reviewed your **ARPA Easy Grant** application and has awarded **Federal** funds in the amount of **\$6000**. We are delighted that your organization will receive this grant. Please be aware that this grant award includes \$175 in allowable 5% indirect fees (based on fully spending the grant) for the management of this grant project. The grantee will NOT be able to collect indirect costs for grant funds unspent and returned.

**Please review this grant award packet carefully and completely.** In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the Grants Administrator.
2. Arrange for two signatures on the **ARPA Grant Agreement form**. E-mail the signed agreement to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).
3. Sign and return an **Internet Safety Certification form** to the State Library. If you have questions or decide that you cannot sign the Internet Safety Certification form in good faith, please contact us immediately so we can discuss your situation.
4. The following will be your schedule of payment(s) for this grant:  
*A single payment will be made once the agreement is signed and processed.*

To modify schedule please contact Claire Imamura at  
[eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).

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5. Since this grant is funded with **Federal** money, you must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project. The [IMLS Acknowledgement Requirements](#) can be very helpful.
6. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents.***

If you have questions or need more information, please refer to the [Guide for ARPA Applications](#).

Please return your signed agreement or direct questions to Claire Imamura, Grants & Inclusive Services Librarian ([eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov), 907-465-1018).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura  
Grants & Inclusive Services Librarian  
Alaska State Library

This **Federal** grant is funded by the



IM 22-020  
OR 22-012  
RS 22-008

# Internet Safety Certification Form (CIPA)

As the duly authorized representative of the applicant organization, I hereby certify that the organization is (*check only **one** of the following boxes*)

☐ CIPA Compliant. The applicant organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act:

No funds made available under this subchapter for a library [or organization] described in section 9122(1)(A) or (B) of this title that does not receive services at discount rates under section 254(h)(6) of title 47 may be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such library [or organization] unless—

A. such library [or organization]—

i. has in place 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

ii. is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. such library [or organization]—

i. has in place 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; or
2. child pornography; and

ii. is enforcing the operation of such technology protection measure during any use of such computers.

**OR**

☐ The CIPA requirements do not apply because no funds made available under the IMLS/ARPA grant program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

## Big Lake Public Library

\_\_\_\_\_  
Name of Organization

## Easy Grant

\_\_\_\_\_  
Name of Grant Project

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

IM 22-626  
OR 22-012  
RS 22-008

# FEDERAL ARPA Funding

ARPA Grant Award Notification from the Alaska State Library

**EASY22-074**

## Recipient Information

### Organization Name and Address:

Big Lake Public Library  
PO Box 520829  
Big Lake, AK 99623

**Vendor Code:** MAB84586

**DUNS:** 081482960

**Contact:** Anya Kean

**Project Number:** EASY22-074

## Award Information

### Project Name:

Easy Grant for Big Lake Public Library

**Grant Award Amount:** \$6000

**Indirect Cost Rate:** 5%

**Period of Performance Start Date:** Oct. 1, 2021

**Period of Performance End Date:** Sept. 30, 2022

**Payment Schedule:** A single payment will be issued after the signed agreement is received and processed.

### Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved ARPA grant application.  
Final financial and narrative report due October 31, 2022.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY20.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ARPA grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the time of award and in the enclosed *What am I agreeing to?* memo. The latter document incorporates by reference the uniform administrative requirements, cost principles, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to the Division of Libraries, Archives, and Museums, this will indicate the organization's acceptance of the award and compliance with the ARPA statutory and regulatory requirements (including information detailed in [Guide for ARPA Applications](#)).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

## Federal Funding Information

**CFDA:** 45.310

**Name:** "Grants to States/ARPA"

**Agency:** IMLS

**FAIN:** LS-250194-OLS-21

**Award Date:** January 19, 2021



## Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov

IM 22-020  
OR 22-012  
RS 22-008



## Alaska State Library FY2022 ARPA Grant Agreement

This agreement made and entered into Tuesday, November 2, 2021, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Big Lake Public Library**, hereafter referred to as the Grantee.

**WITNESSETH:** Whereas, the State of Alaska has appropriated funds for ARPA grants; and whereas, the application of the Grantee for an Easy ARPA grant has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of \$**6000** from **Federal ARPA** funds (Grant number: EASY22-074).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
4. Maintain accurate records for auditing purposes.
5. Return any grant funds unexpended or unencumbered, all funds for which there is no proper accounting, and, if applicable, any indirect costs allocated to unexpended or unencumbered grant funds by September 30, 2022.
6. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for line item changes of less than \$100.
7. Credit the Institute of Museum and Library Services for providing grant funds for the project in all project-related public events, press releases, printed materials, and Web sites.
8. Submit a signed Children's Internet Protection Act (CIPA) Certification Form.
9. Only purchase materials that promote the purpose and activities of the project and that are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the grant.
10. Federal Laws, Regulations and Circulars as outlined in the **What am I agreeing to?** document.

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

***The undersigned understands and agrees to the conditions of this agreement.***

### Both Signatures Are Required

For the Institution

For the Legal Entity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please copy this signed agreement for your records, then return as soon as possible.**

**MAIL TO** Grants Administrator, Alaska State Library, P.O. Box 110571, Juneau, AK 99811-0571

**FAX TO** 907-465-2151, **OR SCAN TO** [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)

IM 22-020  
OR 22-012  
RS 22-008

# What am I agreeing to?

The federal Institute of Museum and Library Services (IMLS) manages the federal grant funds that are awarded to the Alaska State Library. As a recipient of federal grant funds through the Alaska State Library, your institution is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement.

## **Items B-1 and B-2: Self Explanatory**

### **Item B-3: Grant Agreement and Final Report**

Two people must sign the grant agreement for the institution and submit it to the State Library before any grant funds can be awarded. The director or grant contact at the institution may sign for the institution. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit board may sign for the legal entity. The institution is required to submit a grant final report on the project to the State Library by October 31, 2022. ARPA grant report forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-4: Accurate Records**

The institution must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

### **Item B-5: Self Explanatory**

### **Item B-6: Prior Approval for Changing the Grant Budget**

If the institution needs to change one of the grant budget lines more than 10%, fill out a budget revision form and send it to the Division of Libraries, Archives, and Museums for approval. Budget revision forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-7: Crediting the Institute of Museum and Library Services for the Grant Funds**

Grantees should publicize grant-supported activities in the media and are required to credit IMLS in publications and during activities paid for with grant funds. The following acknowledgement must be used when meeting these requirements: "This project was made possible in part by the Institute of Museum and Library Services." Further requirements for press releases, social media, and publications can be found at [IMLS Acknowledgement Requirements](#). Copies of publications or materials produced with grant funds must be submitted to the State Library with your report.

### **Item B-8: Children's Internet Protection Act (CIPA) Certification**

All grantees must certify that they are CIPA-compliant if they receive federal funds that will be used to pay for access to the internet or will pay for computers that can access the internet. The State Library adds a CIPA certification form to those grant award packets that fall under this requirement.

### **Item B-9: Self Explanatory**

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## Item B-10: Federal Laws, Regulations and Circulars

*Trafficking in Persons (2 CFR 175.10):* IMLS and the State Library will terminate any grants if the grantee engages in trafficking in persons for commercial sex or forced labor.

*Lobbying Activities (31 U.S.C. § 1352):* Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

*Limited English Proficiency (Civil Rights Act Title VI):* Grantees must take reasonable steps to make IMLS-funded grants accessible to people with limited English proficiency, even in states that have English as their official language. For more details, see [IMLS Guidance for Reaching Persons with Limited English Proficiency](#).

*Cost Principles:* Each grantee should determine which set of cost principles applies to the organization, then become familiar with those principles as guidance in using federal grant funds. Two cost principles of note:

*Allowable and Unallowable Costs (2 CFR 200 Subpart E):* Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded. The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

*Equipment Costing More Than \$5,000 (2 CFR 200.33):* The grantee shall submit a written request for approval to the State Library prior to the purchase of equipment over \$5,000 per unit. The grantee will list approved equipment purchases on the grant final report submitted to the State Library. Disposal of the item(s) that exceed \$5,000 market value at the time of surplus or disposal must be cleared in advance with the State Library.

*Nondiscrimination:* Services provided with federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681- 83 and 1685-86); the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*).

*Debarment, Suspension, and Drug-Free Workplace (Executive Order 12549, 2 CFR 180 and 3185):* Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs. You may want to check [the excluded parties list](#).

*Uniform Administrative Requirements (200 CFR 2):* Each grantee should determine which set of uniform administrative requirements apply to the organization, then become familiar with those requirements as guidance in using federal grant funds.

*Audits (2 CFR 200.328(b)(1)):* Grants may be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations.

*Prohibited Telecomm and Video Surveillance (2 CFR 200.216):* Grantees are prohibited from using grant funds to obtain equipment, services, or systems that use telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates); or by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country.

*Domestic Preferences (2 CFR § 200.322):* To the greatest extent practicable under a Federal award, the grantee should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

IM 22-020  
OR 22-012  
RS 22-008





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Education  
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

November 2, 2021

Juli Buzby  
Sutton Public Library  
PO Box 266  
Sutton, AK 99674

Dear Juli,

Congratulations! The State Library has reviewed your **ARPA Easy Grant** application and has awarded **Federal** funds in the amount of **\$5396**. We are delighted that your organization will receive this grant.

**Please review this grant award packet carefully and completely.** In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the Grants Administrator.
2. Arrange for two signatures on the **ARPA Grant Agreement form**. E-mail the signed agreement to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).
3. Sign and return an **Internet Safety Certification form** to the State Library. If you have questions or decide that you cannot sign the Internet Safety Certification form in good faith, please contact us immediately so we can discuss your situation.
4. The following will be your schedule of payment(s) for this grant:  
*A single payment will be made once the agreement is signed and processed.*

To modify schedule please contact Claire Imamura at  
[eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).

IM 22-020  
OR 22-012  
RS 22-008

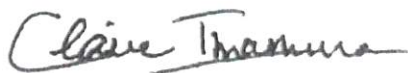
5. Since this grant is funded with **Federal** money, you must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project. The [IMLS Acknowledgement Requirements](#) can be very helpful.
6. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents.***

If you have questions or need more information, please refer to the [Guide for ARPA Applications](#).

Please return your signed agreement or direct questions to Claire Imamura, Grants & Inclusive Services Librarian ([eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov), 907-465-1018).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura  
Grants & Inclusive Services Librarian  
Alaska State Library

This **Federal** grant is funded by the



IM 22-020  
OR 22-012  
RS 22-008

# Internet Safety Certification Form (CIPA)

As the duly authorized representative of the applicant organization, I hereby certify that the organization is (*check only **one** of the following boxes*)

☐ CIPA Compliant. The applicant organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act:

No funds made available under this subchapter for a library [or organization] described in section 9122(1)(A) or (B) of this title that does not receive services at discount rates under section 254(h)(6) of title 47 may be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such library [or organization] unless—

A. such library [or organization]—

i. has in place 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

ii. is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. such library [or organization]—

i. has in place 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; or
2. child pornography; and

ii. is enforcing the operation of such technology protection measure during any use of such computers.

**OR**

☐ The CIPA requirements do not apply because no funds made available under the IMLS/ARPA grant program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

## Sutton Public Library

\_\_\_\_\_  
Name of Organization

## Easy Grant

\_\_\_\_\_  
Name of Grant Project

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

IM 22-020  
OR 22-012  
RS 22-008



# FEDERAL ARPA Funding

ARPA Grant Award Notification from the Alaska State Library

**EASY22-095**

## Recipient Information

### Organization Name and Address:

Sutton Public Library  
PO Box 266  
Sutton, AK 99674

**Vendor Code:** MAB84586

**DUNS:** 081482960

**Contact:** Juli Buzby

**Project Number:** EASY22-095

## Award Information

### Project Name:

Easy Grant for Sutton Public Library

**Grant Award Amount:** \$5396

**Indirect Cost Rate:** 0%

**Period of Performance Start Date:** Oct. 1, 2021

**Period of Performance End Date:** Sept. 30, 2022

**Payment Schedule:** A single payment will be issued after the signed agreement is received and processed.

### Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved ARPA grant application.  
Final financial and narrative report due October 31, 2022.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY20.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ARPA grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the time of award and in the enclosed *What am I agreeing to?* memo. The latter document incorporates by reference the uniform administrative requirements, cost principals, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to the Division of Libraries, Archives, and Museums, this will indicate the organization's acceptance of the award and compliance with the ARPA statutory and regulatory requirements (including information detailed in [Guide for ARPA Applications](#)).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

## Federal Funding Information

**CFDA:** 45.310

**Name:** "Grants to States/ARPA"

**Agency:** IMLS

**FAIN:** LS-250194-OLS-21

**Award Date:** January 19, 2021



## Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov

IM 22-020  
OR 22-012  
RS 22-008

## *Alaska State Library FY2022 ARPA Grant Agreement*

This agreement made and entered into Tuesday, November 2, 2021, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Sutton Public Library**, hereafter referred to as the Grantee.

**WITNESSETH:** Whereas, the State of Alaska has appropriated funds for ARPA grants; and whereas, the application of the Grantee for an Easy ARPA grant has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of **\$5396** from **Federal ARPA** funds (Grant number: EASY22-095).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
4. Maintain accurate records for auditing purposes.
5. Return any grant funds unexpended or unencumbered, all funds for which there is no proper accounting, and, if applicable, any indirect costs allocated to unexpended or unencumbered grant funds by September 30, 2022.
6. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for line item changes of less than \$100.
7. Credit the Institute of Museum and Library Services for providing grant funds for the project in all project-related public events, press releases, printed materials, and Web sites.
8. Submit a signed Children's Internet Protection Act (CIPA) Certification Form.
9. Only purchase materials that promote the purpose and activities of the project and that are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the grant.
10. Federal Laws, Regulations and Circulars as outlined in the **What am I agreeing to?** document.

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

***The undersigned understands and agrees to the conditions of this agreement.***

### **Both Signatures Are Required**

For the Institution

For the Legal Entity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please copy this signed agreement for your records, then return as soon as possible.**

**MAIL TO** Grants Administrator, Alaska State Library, P.O. Box 110571, Juneau, AK 99811-0571

**FAX TO** 907-465-2151, **OR SCAN TO** [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)

*IM 22-020  
OR 22-012  
LS 22-008*



# What am I agreeing to?

The federal Institute of Museum and Library Services (IMLS) manages the federal grant funds that are awarded to the Alaska State Library. As a recipient of federal grant funds through the Alaska State Library, your institution is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement.

## **Items B-1 and B-2: Self Explanatory**

### **Item B-3: Grant Agreement and Final Report**

Two people must sign the grant agreement for the institution and submit it to the State Library before any grant funds can be awarded. The director or grant contact at the institution may sign for the institution. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit board may sign for the legal entity. The institution is required to submit a grant final report on the project to the State Library by October 31, 2022. ARPA grant report forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-4: Accurate Records**

The institution must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

### **Item B-5: Self Explanatory**

### **Item B-6: Prior Approval for Changing the Grant Budget**

If the institution needs to change one of the grant budget lines more than 10%, fill out a budget revision form and send it to the Division of Libraries, Archives, and Museums for approval. Budget revision forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-7: Crediting the Institute of Museum and Library Services for the Grant Funds**

Grantees should publicize grant-supported activities in the media and are required to credit IMLS in publications and during activities paid for with grant funds. The following acknowledgement must be used when meeting these requirements: "This project was made possible in part by the Institute of Museum and Library Services." Further requirements for press releases, social media, and publications can be found at [IMLS Acknowledgement Requirements](#). Copies of publications or materials produced with grant funds must be submitted to the State Library with your report.

### **Item B-8: Children's Internet Protection Act (CIPA) Certification**

All grantees must certify that they are CIPA-compliant if they receive federal funds that will be used to pay for access to the internet or will pay for computers that can access the internet. The State Library adds a CIPA certification form to those grant award packets that fall under this requirement.

### **Item B-9: Self Explanatory**

IM 22-020  
OR 22-012  
RS 22-008



## **Item B-10: Federal Laws, Regulations and Circulars**

*Trafficking in Persons (2 CFR 175.10):* IMLS and the State Library will terminate any grants if the grantee engages in trafficking in persons for commercial sex or forced labor.

*Lobbying Activities (31 U.S.C. § 1352):* Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

*Limited English Proficiency (Civil Rights Act Title VI):* Grantees must take reasonable steps to make IMLS-funded grants accessible to people with limited English proficiency, even in states that have English as their official language. For more details, see [IMLS Guidance for Reaching Persons with Limited English Proficiency](#).

*Cost Principles:* Each grantee should determine which set of cost principles applies to the organization, then become familiar with those principles as guidance in using federal grant funds. Two cost principles of note:

*Allowable and Unallowable Costs (2 CFR 200 Subpart E):* Grantees must carry out the grant project according to the approved grant proposal, and all federal funds must be expended solely for the purpose for which a grant was awarded. The following costs are unallowable and may not be proposed as grant project costs: bad debts, contingencies, contributions and donations, entertainment, fines and penalties, under recovery of costs under grant agreements (excess costs from one grant agreement are not chargeable to another grant agreement).

*Equipment Costing More Than \$5,000 (2 CFR 200.33):* The grantee shall submit a written request for approval to the State Library prior to the purchase of equipment over \$5,000 per unit. The grantee will list approved equipment purchases on the grant final report submitted to the State Library. Disposal of the item(s) that exceed \$5,000 market value at the time of surplus or disposal must be cleared in advance with the State Library.

*Nondiscrimination:* Services provided with federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681- 83 and 1685-86); the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*).

*Debarment, Suspension, and Drug-Free Workplace (Executive Order 12549, 2 CFR 180 and 3185):* Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs. You may want to check [the excluded parties list](#).

*Uniform Administrative Requirements (200 CFR 2):* Each grantee should determine which set of uniform administrative requirements apply to the organization, then become familiar with those requirements as guidance in using federal grant funds.

*Audits (2 CFR 200.328(b)(1)):* Grants may be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations.

*Prohibited Telecomm and Video Surveillance (2 CFR 200.216):* Grantees are prohibited from using grant funds to obtain equipment, services, or systems that use telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates); or by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country.

*Domestic Preferences (2 CFR § 200.322):* To the greatest extent practicable under a Federal award, the grantee should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

IM 22-020  
OR 22-012  
RS 22-008



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Education  
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

November 2, 2021

Geraldine Denkwalter  
Talkeetna Public Library  
PO Box 768  
Talkeetna, AK 99676

Dear Geraldine,

Congratulations! The State Library has reviewed your **ARPA Easy Grant** application and has awarded **Federal** funds in the amount of **\$5997**. We are delighted that your organization will receive this grant.

**Please review this grant award packet carefully and completely.** In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the Grants Administrator.
2. Arrange for two signatures on the **ARPA Grant Agreement form**. E-mail the signed agreement to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).
3. Sign and return an **Internet Safety Certification form** to the State Library. If you have questions or decide that you cannot sign the Internet Safety Certification form in good faith, please contact us immediately so we can discuss your situation.
4. The following will be your schedule of payment(s) for this grant:  
*A single payment will be made once the agreement is signed and processed.*

To modify schedule please contact Claire Imamura at  
[eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).

IM 22-020  
OR 22-012  
RS 22-008



5. Since this grant is funded with **Federal** money, you must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project. The [IMLS Acknowledgement Requirements](#) can be very helpful.
6. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents.***

If you have questions or need more information, please refer to the [Guide for ARPA Applications](#).

Please return your signed agreement or direct questions to Claire Imamura, Grants & Inclusive Services Librarian ([eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov), 907-465-1018).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura  
Grants & Inclusive Services Librarian  
Alaska State Library

This **Federal** grant is funded by the



IM 22-020  
OR 22-012  
RS 22-008



# Internet Safety Certification Form (CIPA)

As the duly authorized representative of the applicant organization, I hereby certify that the organization is (*check only **one** of the following boxes*)

☐ CIPA Compliant. The applicant organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act:

No funds made available under this subchapter for a library [or organization] described in section 9122(1)(A) or (B) of this title that does not receive services at discount rates under section 254(h)(6) of title 47 may be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such library [or organization] unless—

A. such library [or organization]—

i. has in place 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

ii. is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. such library [or organization]—

i. has in place 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; or
2. child pornography; and

ii. is enforcing the operation of such technology protection measure during any use of such computers.

**OR**

☐ The CIPA requirements do not apply because no funds made available under the IMLS/ARPA grant program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

## Talkeetna Public Library

\_\_\_\_\_  
Name of Organization

## Easy Grant

\_\_\_\_\_  
Name of Grant Project

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

IM 22-020  
OR 22-012  
RS 22-008

# FEDERAL ARPA Funding

ARPA Grant Award Notification from the Alaska State Library

**EASY22-086**

## Recipient Information

### Organization Name and Address:

Talkeetna Public Library  
PO Box 768  
Talkeetna, AK 99676

**Vendor Code:** MAB84586

**DUNS:** 081482960

**Contact:** Geraldine Denkwalter

**Project Number:** EASY22-086

## Award Information

### Project Name:

Easy Grant for Talkeetna Public Library

**Grant Award Amount:** \$5997

**Indirect Cost Rate:** 0%

**Period of Performance Start Date:** Oct. 1, 2021

**Period of Performance End Date:** Sept. 30, 2022

**Payment Schedule:** A single payment will be issued after the signed agreement is received and processed.

### Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved ARPA grant application.  
Final financial and narrative report due October 31, 2022.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY20.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ARPA grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the time of award and in the enclosed *What am I agreeing to?* memo. The latter document incorporates by reference the uniform administrative requirements, cost principles, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to the Division of Libraries, Archives, and Museums, this will indicate the organization's acceptance of the award and compliance with the ARPA statutory and regulatory requirements (including information detailed in [Guide for ARPA Applications](#)).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

## Federal Funding Information

**CFDA:** 45.310

**Name:** "Grants to States/ARPA"

**Agency:** IMLS

**FAIN:** LS-250194-OLS-21

**Award Date:** January 19, 2021



## Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov

IM 22-020  
OR 22-012  
RS 22-008



## Alaska State Library FY2022 ARPA Grant Agreement

This agreement made and entered into Tuesday, November 2, 2021, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Talkeetna Public Library**, hereafter referred to as the Grantee. **WITNESSETH:** Whereas, the State of Alaska has appropriated funds for ARPA grants; and whereas, the application of the Grantee for an Easy ARPA grant has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of **\$5997** from **Federal ARPA** funds (Grant number: EASY22-086).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
4. Maintain accurate records for auditing purposes.
5. Return any grant funds unexpended or unencumbered, all funds for which there is no proper accounting, and, if applicable, any indirect costs allocated to unexpended or unencumbered grant funds by September 30, 2022.
6. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for line item changes of less than \$100.
7. Credit the Institute of Museum and Library Services for providing grant funds for the project in all project-related public events, press releases, printed materials, and Web sites.
8. Submit a signed Children's Internet Protection Act (CIPA) Certification Form.
9. Only purchase materials that promote the purpose and activities of the project and that are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the grant.
10. Federal Laws, Regulations and Circulars as outlined in the **What am I agreeing to?** document.

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

***The undersigned understands and agrees to the conditions of this agreement.***

### Both Signatures Are Required

For the Institution

For the Legal Entity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please copy this signed agreement for your records, then return as soon as possible.**

**MAIL TO** Grants Administrator, Alaska State Library, P.O. Box 110571, Juneau, AK 99811-0571

**FAX TO** 907-465-2151, **OR SCAN TO** [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)

IM 22-020  
OR 22-012  
RS 22-008



# What am I agreeing to?

The federal Institute of Museum and Library Services (IMLS) manages the federal grant funds that are awarded to the Alaska State Library. As a recipient of federal grant funds through the Alaska State Library, your institution is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement.

## **Items B-1 and B-2: Self Explanatory**

### **Item B-3: Grant Agreement and Final Report**

Two people must sign the grant agreement for the institution and submit it to the State Library before any grant funds can be awarded. The director or grant contact at the institution may sign for the institution. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit board may sign for the legal entity. The institution is required to submit a grant final report on the project to the State Library by October 31, 2022. ARPA grant report forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-4: Accurate Records**

The institution must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

### **Item B-5: Self Explanatory**

### **Item B-6: Prior Approval for Changing the Grant Budget**

If the institution needs to change one of the grant budget lines more than 10%, fill out a budget revision form and send it to the Division of Libraries, Archives, and Museums for approval. Budget revision forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-7: Crediting the Institute of Museum and Library Services for the Grant Funds**

Grantees should publicize grant-supported activities in the media and are required to credit IMLS in publications and during activities paid for with grant funds. The following acknowledgement must be used when meeting these requirements: "This project was made possible in part by the Institute of Museum and Library Services." Further requirements for press releases, social media, and publications can be found at [IMLS Acknowledgement Requirements](#). Copies of publications or materials produced with grant funds must be submitted to the State Library with your report.

### **Item B-8: Children's Internet Protection Act (CIPA) Certification**

All grantees must certify that they are CIPA-compliant if they receive federal funds that will be used to pay for access to the internet or will pay for computers that can access the internet. The State Library adds a CIPA certification form to those grant award packets that fall under this requirement.

### **Item B-9: Self Explanatory**

IM 22-026  
OR 22-012  
RS 22-008

## **Item B-10: Federal Laws, Regulations and Circulars**

*Trafficking in Persons (2 CFR 175.10):* IMLS and the State Library will terminate any grants if the grantee engages in trafficking in persons for commercial sex or forced labor.

*Lobbying Activities (31 U.S.C. § 1352):* Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

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*Nondiscrimination:* Services provided with federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681- 83 and 1685-86); the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*).

*Debarment, Suspension, and Drug-Free Workplace (Executive Order 12549, 2 CFR 180 and 3185):* Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs. You may want to check [the excluded parties list](#).

*Uniform Administrative Requirements (200 CFR 2):* Each grantee should determine which set of uniform administrative requirements apply to the organization, then become familiar with those requirements as guidance in using federal grant funds.

*Audits (2 CFR 200.328(b)(1)):* Grants may be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations.

*Prohibited Telecomm and Video Surveillance (2 CFR 200.216):* Grantees are prohibited from using grant funds to obtain equipment, services, or systems that use telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates); or by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country.

*Domestic Preferences (2 CFR § 200.322):* To the greatest extent practicable under a Federal award, the grantee should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

IM 22-020  
OK 22-012  
RS 22-008





THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Education  
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

November 2, 2021

Jennie Earles  
Trapper Creek Public Library  
PO Box 13388  
Trapper Creek, AK 99683

Dear Jennie,

Congratulations! The State Library has reviewed your **ARPA Easy Grant** application and has awarded **Federal** funds in the amount of **\$5978**. We are delighted that your organization will receive this grant.

**Please review this grant award packet carefully and completely.** In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the Grants Administrator.
2. Arrange for two signatures on the **ARPA Grant Agreement form**. E-mail the signed agreement to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).
3. Sign and return an **Internet Safety Certification form** to the State Library. If you have questions or decide that you cannot sign the Internet Safety Certification form in good faith, please contact us immediately so we can discuss your situation.
4. The following will be your schedule of payment(s) for this grant:  
*A single payment will be made once the agreement is signed and processed.*

To modify schedule please contact Claire Imamura at  
[eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).

IM 22-020  
OR 22-012  
RS 22-008



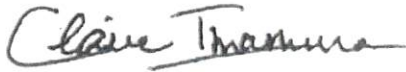
5. Since this grant is funded with **Federal** money, you must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project. The [IMLS Acknowledgement Requirements](#) can be very helpful.
6. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents.***

If you have questions or need more information, please refer to the [Guide for ARPA Applications](#).

Please return your signed agreement or direct questions to Claire Imamura, Grants & Inclusive Services Librarian ([eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov), 907-465-1018).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura  
Grants & Inclusive Services Librarian  
Alaska State Library

This **Federal** grant is funded by the



IM 22-020  
OR 22-012  
RS 22-008

# Internet Safety Certification Form (CIPA)

As the duly authorized representative of the applicant organization, I hereby certify that the organization is (*check only **one** of the following boxes*)

☐ CIPA Compliant. The applicant organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act:

No funds made available under this subchapter for a library [or organization] described in section 9122(1)(A) or (B) of this title that does not receive services at discount rates under section 254(h)(6) of title 47 may be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such library [or organization] unless—

A. such library [or organization]—

i. has in place 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

ii. is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. such library [or organization]—

i. has in place 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; or
2. child pornography; and

ii. is enforcing the operation of such technology protection measure during any use of such computers.

**OR**

☐ The CIPA requirements do not apply because no funds made available under the IMLS/ARPA grant program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

## Trapper Creek Public Library

\_\_\_\_\_  
Name of Organization

## Easy Grant

\_\_\_\_\_  
Name of Grant Project

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

IM 22-020  
OR 22-012  
RS 22-008

# FEDERAL ARPA Funding

ARPA Grant Award Notification from the Alaska State Library

**EASY22-072**

## Recipient Information

### Organization Name and Address:

Trapper Creek Public Library  
PO Box 13388  
Trapper Creek, AK 99683

**Vendor Code:** MAB84586

**DUNS:** 081482960

**Contact:** Jennie Earles

**Project Number:** EASY22-072

## Award Information

### Project Name:

Easy Grant for Trapper Creek Public Library

**Grant Award Amount:** \$5978

**Indirect Cost Rate:** 0%

**Period of Performance Start Date:** Oct. 1, 2021

**Period of Performance End Date:** Sept. 30, 2022

**Payment Schedule:** A single payment will be issued after the signed agreement is received and processed.

### Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved ARPA grant application.  
Final financial and narrative report due October 31, 2022.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY20.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ARPA grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the time of award and in the enclosed *What am I agreeing to?* memo. The latter document incorporates by reference the uniform administrative requirements, cost principals, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to the Division of Libraries, Archives, and Museums, this will indicate the organization's acceptance of the award and compliance with the ARPA statutory and regulatory requirements (including information detailed in [Guide for ARPA Applications](#)).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

## Federal Funding Information

**CFDA:** 45.310

**Name:** "Grants to States/ARPA"

**Agency:** IMLS

**FAIN:** LS-250194-OLS-21

**Award Date:** January 19, 2021



## Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov

IM 22-620  
OR 22-012  
RS 22-008



## Alaska State Library FY2022 ARPA Grant Agreement

This agreement made and entered into Tuesday, November 2, 2021, by and between the **Alaska State Library**, hereafter referred to as the Grantor; and the **Trapper Creek Public Library**, hereafter referred to as the Grantee. **WITNESSETH:** Whereas, the State of Alaska has appropriated funds for ARPA grants; and whereas, the application of the Grantee for an Easy ARPA grant has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of **\$5978** from **Federal ARPA** funds (Grant number: EASY22-072).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
4. Maintain accurate records for auditing purposes.
5. Return any grant funds unexpended or unencumbered, all funds for which there is no proper accounting, and, if applicable, any indirect costs allocated to unexpended or unencumbered grant funds by September 30, 2022.
6. Receive prior approval from the Grantor for any line item change that exceeds 10% of the line item, except that no prior approval is required for line item changes of less than \$100.
7. Credit the Institute of Museum and Library Services for providing grant funds for the project in all project-related public events, press releases, printed materials, and Web sites.
8. Submit a signed Children's Internet Protection Act (CIPA) Certification Form.
9. Only purchase materials that promote the purpose and activities of the project and that are educational and informational in nature and have a clearly demonstrable and legitimate purpose that is directly related to the grant.
10. Federal Laws, Regulations and Circulars as outlined in the **What am I agreeing to?** document.

By accepting this award or agreement, the grantee may become subject to the audit requirements of State of Alaska Administrative Code 2 AAC 45.010. As a result, the grantee may be required to provide for an audit and to permit independent auditors to have access to their records and financial statements. The grantee should consult with an independent auditor for assistance in determining audit requirements for each fiscal year.

***The undersigned understands and agrees to the conditions of this agreement.***

### Both Signatures Are Required

For the Institution

For the Legal Entity

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**Please copy this signed agreement for your records, then return as soon as possible.**

**MAIL TO** Grants Administrator, Alaska State Library, P.O. Box 110571, Juneau, AK 99811-0571

**FAX TO** 907-465-2151, **OR SCAN TO** [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov)

IM 22-020  
OR 22-012  
RS 22-008

# What am I agreeing to?

The federal Institute of Museum and Library Services (IMLS) manages the federal grant funds that are awarded to the Alaska State Library. As a recipient of federal grant funds through the Alaska State Library, your institution is required to meet specific federal laws, regulations, and circulars. You agree to these requirements when you submit a signed grant agreement to the Alaska State Library. This document provides additional information about the Grantee provisions on the grant agreement.

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### **Item B-3: Grant Agreement and Final Report**

Two people must sign the grant agreement for the institution and submit it to the State Library before any grant funds can be awarded. The director or grant contact at the institution may sign for the institution. The city manager, mayor, or clerk, or the chair or treasurer of the non-profit board may sign for the legal entity. The institution is required to submit a grant final report on the project to the State Library by October 31, 2022. ARPA grant report forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-4: Accurate Records**

The institution must maintain adequate financial records to ensure complete reporting and retain project and financial records relating to the grant for a minimum of five years from the due date of the final grant report or until all audit exceptions have been resolved, whichever is longer.

### **Item B-5: Self Explanatory**

### **Item B-6: Prior Approval for Changing the Grant Budget**

If the institution needs to change one of the grant budget lines more than 10%, fill out a budget revision form and send it to the Division of Libraries, Archives, and Museums for approval. Budget revision forms will be posted on the [Alaska State Library's ARPA grants page](#).

### **Item B-7: Crediting the Institute of Museum and Library Services for the Grant Funds**

Grantees should publicize grant-supported activities in the media and are required to credit IMLS in publications and during activities paid for with grant funds. The following acknowledgement must be used when meeting these requirements: "This project was made possible in part by the Institute of Museum and Library Services." Further requirements for press releases, social media, and publications can be found at [IMLS Acknowledgement Requirements](#). Copies of publications or materials produced with grant funds must be submitted to the State Library with your report.

### **Item B-8: Children's Internet Protection Act (CIPA) Certification**

All grantees must certify that they are CIPA-compliant if they receive federal funds that will be used to pay for access to the internet or will pay for computers that can access the internet. The State Library adds a CIPA certification form to those grant award packets that fall under this requirement.

### **Item B-9: Self Explanatory**

IM 22-020  
OR 22-012  
RS 22-008



## **Item B-10: Federal Laws, Regulations and Circulars**

*Trafficking in Persons (2 CFR 175.10):* IMLS and the State Library will terminate any grants if the grantee engages in trafficking in persons for commercial sex or forced labor.

*Lobbying Activities (31 U.S.C. § 1352):* Grantees are prohibited by federal law from using grant funds to pay costs associated with lobbying Congress or the public for purposes of influencing elections, legislation, or the award of any federal funds. Grantees receiving an award of over \$100,000 must file a certification regarding lobbying.

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*Equipment Costing More Than \$5,000 (2 CFR 200.33):* The grantee shall submit a written request for approval to the State Library prior to the purchase of equipment over \$5,000 per unit. The grantee will list approved equipment purchases on the grant final report submitted to the State Library. Disposal of the item(s) that exceed \$5,000 market value at the time of surplus or disposal must be cleared in advance with the State Library.

*Nondiscrimination:* Services provided with federal grant funds must be available without discrimination to all members of the community served. Participation may not be denied on the basis of race, color, national origin, handicap, age, or sex. Relevant legislation includes but is not limited to the following: Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*); Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); Title IX of the Education Amendments of 1972, as amended (20 U.S.C. § 1681- 83 and 1685-86); the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*).

*Debarment, Suspension, and Drug-Free Workplace (Executive Order 12549, 2 CFR 180 and 3185):* Transactions for the purposes of this grant will not knowingly be made with parties who have been debarred or suspended from receiving Federal financial assistance under Federal programs. You may want to check [the excluded parties list](#).

*Uniform Administrative Requirements (200 CFR 2):* Each grantee should determine which set of uniform administrative requirements apply to the organization, then become familiar with those requirements as guidance in using federal grant funds.

*Audits (2 CFR 200.328(b)(1)):* Grants may be audited in compliance with federal and state audit requirements for local governments and public authorities, institutions of higher education, and non-profit organizations.

*Prohibited Telecomm and Video Surveillance (2 CFR 200.216):* Grantees are prohibited from using grant funds to obtain equipment, services, or systems that use telecommunications equipment produced by Huawei Telecommunications Company or ZTE Corporation (or any of their subsidiaries or affiliates); Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any of their subsidiaries or affiliates); or by an entity that the Secretary of Defense believes to be an entity connected to the government of a covered foreign country.

*Domestic Preferences (2 CFR § 200.322):* To the greatest extent practicable under a Federal award, the grantee should provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.

IM 22-020  
OR 22-012  
RS 22-008



THE STATE  
of **ALASKA**  
GOVERNOR MIKE DUNLEAVY

Department of Education  
& Early Development

DIVISION OF LIBRARY, ARCHIVES & MUSEUMS

P.O. Box 110571  
Juneau, Alaska 99811-0571  
Main: 907.465.4837  
Fax: 907.465.2151

November 2, 2021

Julie Mitchell  
Willow Public Library  
PO Box 129  
Willow, AK 99688

Dear Julie,

Congratulations! The State Library has reviewed your **ARPA Easy Grant** application and has awarded **Federal** funds in the amount of **\$3309**. We are delighted that your organization will receive this grant. Please be aware that this grant award includes \$39 in allowable 5% indirect fees (based on fully spending the grant) for the management of this grant project. The grantee will NOT be able to collect indirect costs for grant funds unspent and returned.

**Please review this grant award packet carefully and completely.** In order to start receiving payment(s) on your grant, this is what you need to do:

1. Review the Official Award Notification Document and verify that your information is correct. If changes are necessary, please submit this information to the Grants Administrator.
2. Arrange for two signatures on the **ARPA Grant Agreement form**. E-mail the signed agreement to [eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).
3. Sign and return an **Internet Safety Certification form** to the State Library. If you have questions or decide that you cannot sign the Internet Safety Certification form in good faith, please contact us immediately so we can discuss your situation.
4. The following will be your schedule of payment(s) for this grant:  
*A single payment will be made once the agreement is signed and processed.*

To modify schedule please contact Claire Imamura at  
[eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov).

IM 22-020  
OR 22-012  
RS 22-008



5. Since this grant is funded with **Federal** money, you must give credit to the Institute of Museum and Library Services in all publicity and advertising concerning the impact of the grant project. The [IMLS Acknowledgement Requirements](#) can be very helpful.
6. Finally, it is understood that by signing this agreement, you understand and agree to all conditions set forth in this package ***including materials referenced within these documents.***

If you have questions or need more information, please refer to the [Guide for ARPA Applications](#).

Please return your signed agreement or direct questions to Claire Imamura, Grants & Inclusive Services Librarian ([eed.library.grants@alaska.gov](mailto:eed.library.grants@alaska.gov), 907-465-1018).

Once again, congratulations and good luck with your project!

Sincerely,



Claire Imamura  
Grants & Inclusive Services Librarian  
Alaska State Library

This **Federal** grant is funded by the



IM 22-020  
OR 22-012  
RS 22-008

# Internet Safety Certification Form (CIPA)

As the duly authorized representative of the applicant organization, I hereby certify that the organization is (*check only **one** of the following boxes*)

☐ CIPA Compliant. The applicant organization has complied with the requirements of Section 9134(f)(1) of the Library Services and Technology Act:

No funds made available under this subchapter for a library [or organization] described in section 9122(1)(A) or (B) of this title that does not receive services at discount rates under section 254(h)(6) of title 47 may be used to purchase computers used to access the Internet, or to pay for direct costs associated with accessing the Internet, for such library [or organization] unless—

A. such library [or organization]—

i. has in place 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

ii. is enforcing the operation of such technology protection measure during any use of such computers by minors; and

B. such library [or organization]—

i. has in place 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; or
2. child pornography; and

ii. is enforcing the operation of such technology protection measure during any use of such computers.

**OR**

☐ The CIPA requirements do not apply because no funds made available under the IMLS/ARPA grant program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

## Willow Public Library

\_\_\_\_\_  
Name of Organization

## Easy Grant

\_\_\_\_\_  
Name of Grant Project

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

IM 22-020  
OR 22-012  
RS 22-008

# FEDERAL ARPA Funding

ARPA Grant Award Notification from the Alaska State Library

**EASY22-089**

## Recipient Information

### Organization Name and Address:

Willow Public Library  
PO Box 129  
Willow, AK 99688

**Vendor Code:** MAB84586

**DUNS:** 081482960

**Contact:** Julie Mitchell

**Project Number:** EASY22-089

## Award Information

### Project Name:

Easy Grant for Willow Public Library

**Grant Award Amount:** \$3309

**Indirect Cost Rate:** 5%

**Period of Performance Start Date:** Oct. 1, 2021

**Period of Performance End Date:** Sept. 30, 2022

**Payment Schedule:** A single payment will be issued after the signed agreement is received and processed.

### Award Performance Goals and Reporting:

Grantee is to report on performance as indicated in the approved ARPA grant application.  
Final financial and narrative report due October 31, 2022.

1. The Alaska State Library (ASL) provides this grant pursuant to Alaska Statutes 14.56.300 et. seq. and Alaska Administrative Code 4.57.050 et. seq. and as identified in the grantee's grant application for FY20.
2. The grantee must request and receive ASL's prior approval for changes to the grant project activities and budget as projected in the approved ARPA grant application.
3. The administration of this grant and the expenditure of grant funds are subject to the guidelines provided at the time of award and in the enclosed *What am I agreeing to?* memo. The latter document incorporates by reference the uniform administrative requirements, cost principals, and audit requirements for Federal awards promulgated by the Office of Management and Budget.
4. When the organization returns the signed grant agreement to the Division of Libraries, Archives, and Museums, this will indicate the organization's acceptance of the award and compliance with the ARPA statutory and regulatory requirements (including information detailed in [Guide for ARPA Applications](#)).
5. If an organization has an indirect cost rate associated with a grant award that indirect cost can only apply to *actual grant funds* expended by the organization. If funds are not spent (returned), the allocated indirect cost for those grant funds must also be returned.

## Federal Funding Information

**CFDA:** 45.310

**Name:** "Grants to States/ARPA"

**Agency:** IMLS

**FAIN:** LS-250194-OLS-21

**Award Date:** January 19, 2021



## Questions

Claire Imamura

907-465-1018

eed.library.grants@alaska.gov

IM 22-020  
OR 22-012  
RS 22-008



## Alaska State Library FY2022 ARPA Grant Agreement

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**WITNESSETH:** Whereas, the State of Alaska has appropriated funds for ARPA grants; and whereas, the application of the Grantee for an Easy ARPA grant has been approved. NOW THEREFORE, for and in consideration of the mutual covenants herein contained the parties hereto agree:

A. The Grantor will agree to:

1. Furnish funds in the amount of \$**3309** from **Federal ARPA** funds (Grant number: EASY22-089).
2. Provide, as necessary, advisory services in furtherance of the grant project.

B. The Grantee will agree to:

1. Complete the project as outlined in the approved grant application.
2. Abide by the conditions set forth in the application and approved (with revisions if applicable) by the Grantor.
3. Submit a signed grant agreement and final report for the grant.
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For the Legal Entity

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IM 22-020  
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IM 22-620  
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